CASE MANAGEMENT SYSTEM (CMS)

USER MANUAL

Sistem Komputer Bersepadu Mahkamah
(E-Kehakiman)

Release No.: 4.0

Prepared by

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[Formerly Formis Resources Berhad]

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1.0 HOW TO LOGIN TO WINDOWS

1. Turn on PC, click User as in Figure 1 and key in password **abc123, <Enter>**
   If you have changed your PC password, please key in your new PC password.

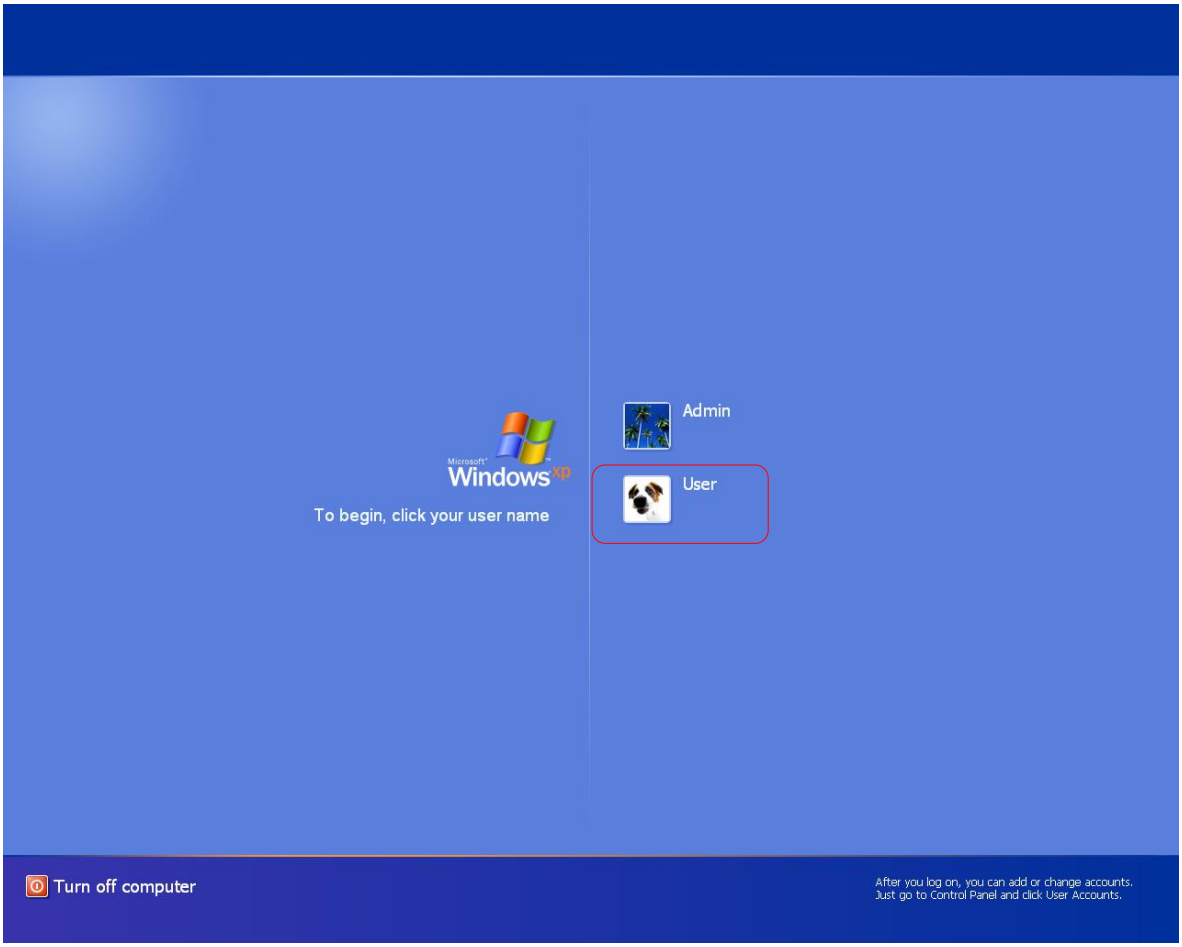

Admin
User
To begin, click your user name
Turn off computer
After you log on, you can add or change accounts.
Just go to Control Panel and click User Accounts.

Figure 1: Windows Login Screen

2.0 HOW TO ACCESS THE CASE MANAGEMENT SYSTEM

1. To access the system, double click CMS shortcut on desktop as in Figure 2.

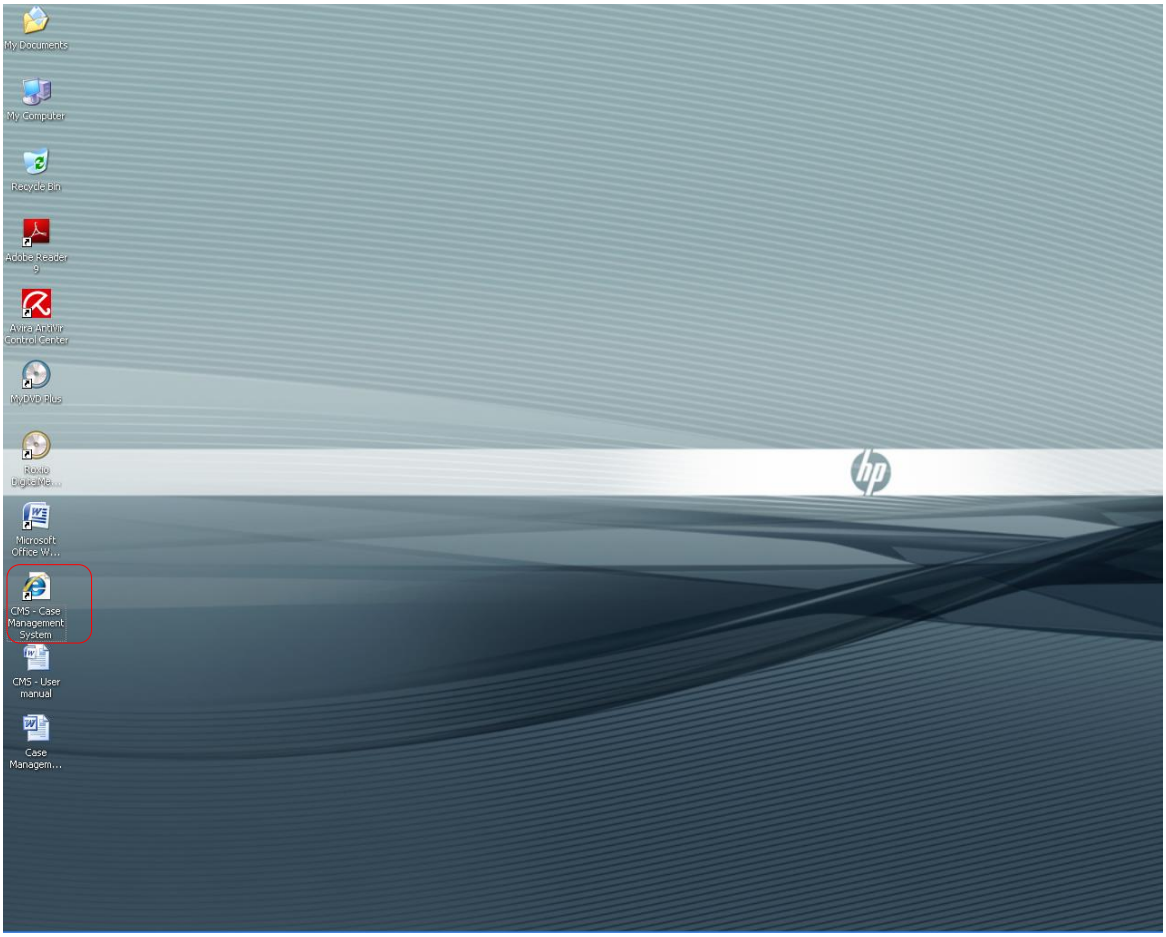


Figure 2: Desktop

2. You will see the welcome page as in Figure 3

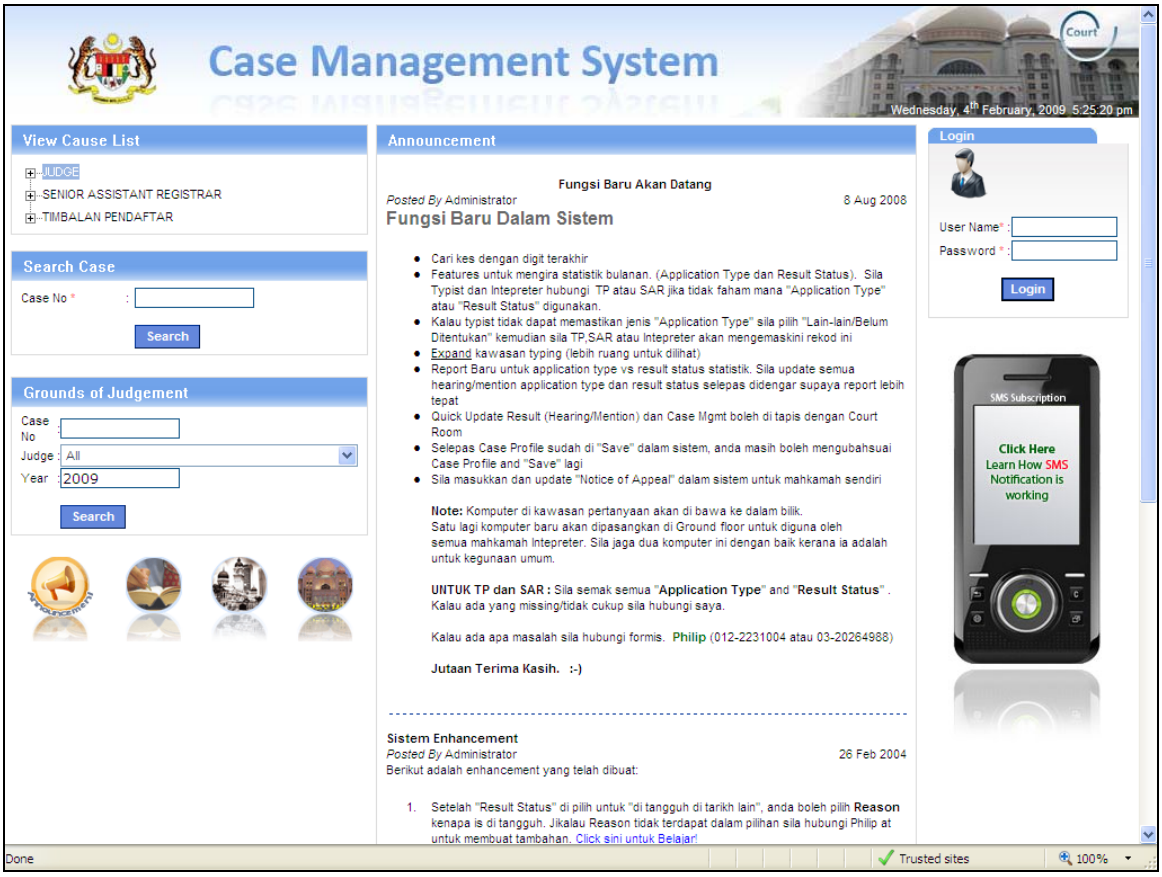

Case Management System
Wednesday, 4th February, 2009 5:25:20 pm
View Cause List
JUDGE
SENIOR ASSISTANT REGISTRAR
TIMBALAN PENDAFTAR
Search Case
Case No *
Search
Grounds of Judgement
Case No
Judge : All
Year : 2009
Search
Announcement
Fungsi Baru Akan Datang
Posted By Administrator
8 Aug 2008
Fungsi Baru Dalam Sistem
Cari kes dengan digit terakhir
Features untuk mengira statistik bulanan. (Application Type dan Result Status). Sila Typist dan Intepreter hubungi TP atau SAR jika tidak faham mana "Application Type" atau "Result Status" digunakan.
Kalau typist tidak dapat memastikan jenis "Application Type" sila pilih "Lain-lain/Belum Ditentukan" kemudian sila TP,SAR atau Intepreter akan mengemaskini rekod ini
Expand kawasan typing (lebih ruang untuk dilihat)
Report Baru untuk application type vs result status statistik. Sila update semua hearing/mention application type dan result status selepas didengar supaya report lebih tepat
Quick Update Result (Hearing/Mention) dan Case Mgmt boleh di tapis dengan Court Room
Selepas Case Profile sudah di "Save" dalam sistem, anda masih boleh mengubahsuai Case Profile and "Save" lagi
Sila masukkan dan update "Notice of Appeal" dalam sistem untuk mahkamah sendiri
Note: Komputer di kawasan pertanyaan akan di bawa ke dalam bilik. Satu lagi komputer baru akan dipasangkan di Ground floor untuk diguna oleh semua mahkamah Intepreter. Sila jaga dua komputer ini dengan baik kerana ia adalah untuk kegunaan umum.
UNTUK TP dan SAR : Sila semak semua "Application Type" and "Result Status" . Kalau ada yang missing/tidak cukup sila hubungi saya.
Kalau ada apa masalah sila hubungi formis. Philip (012-2231004 atau 03-20264988)
Jutaan Terima Kasih. :-)
Sistem Enhancement
Posted By Administrator
26 Feb 2004
Berikut adalah enhancement yang telah dibuat:
1. Setelah "Result Status" di pilih untuk "di tangguh di tarikh lain", anda boleh pilih Reason kenapa is di tangguh. Jikalau Reason tidak terdapat dalam pilihan sila hubungi Philip at untuk membuat tambahan. Click sini untuk Belajar!
Login
User Name* :
Password * :
Login
SMS Subscription
Click Here
Learn How SMS Notification is working
Done
Trusted sites
100%

Figure 3: Case Management System Main Page

3. Fill in the **User Name** and **Password** at the **Login section** and click

	NOTE: Please request a **User Name** and **Password** from *helpdesk / eKehakiman Administrator* if you do not know your login information

4. Upon logging in you will see the following Homepage as in Figure 4.

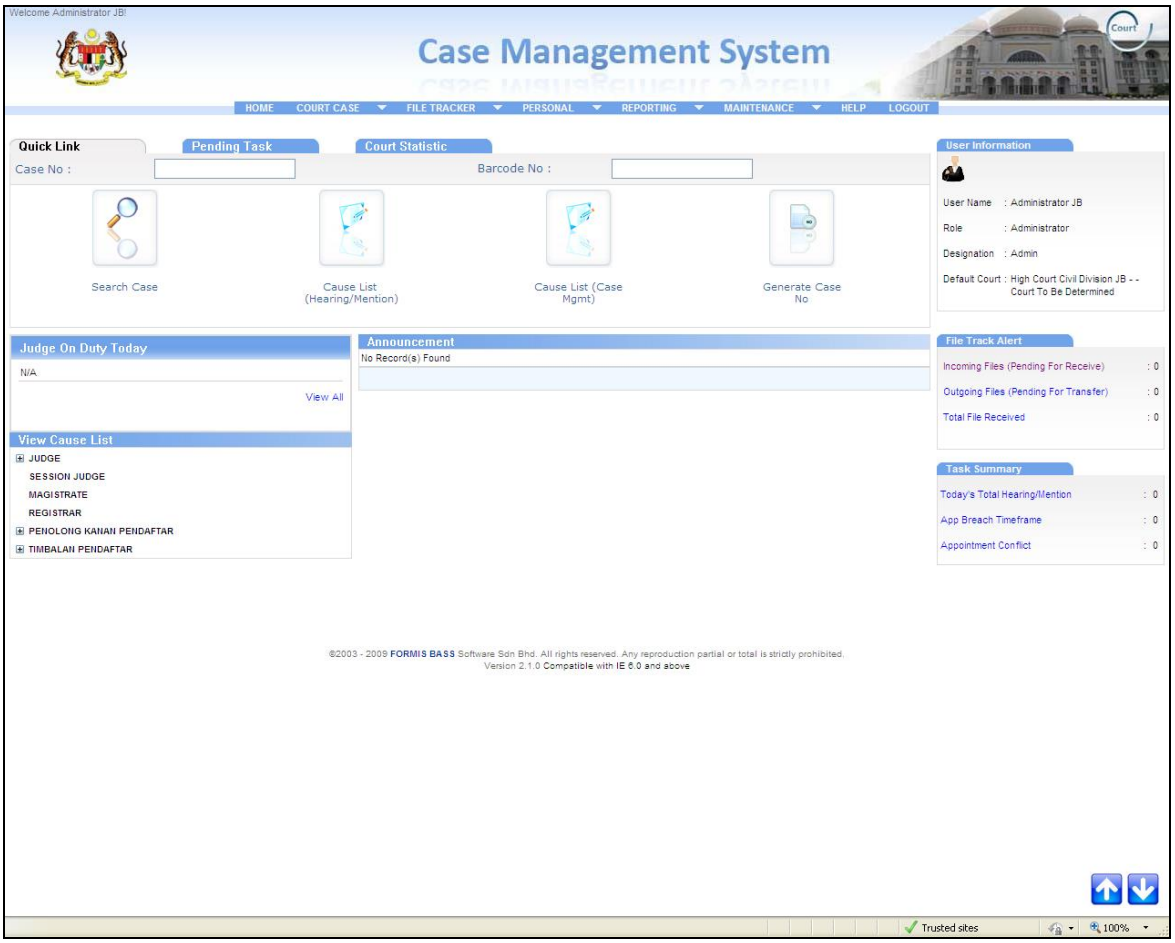


Figure 4: Case Management System Homepage

3.0 HOW TO CHANGE PASSWORD

1. Go to ***Personal*** ⇨ ***Change My Profile***.
2. Fill in your **Old Password**, **New Password** and re-enter your **New Password** again. Then click Save for changes to take effect.

Figure 5: Change Password Screen

4.0 HOW TO SEARCH FOR A COURT CASE

1. Go to menu ***Court Case ⇨ Search Case***

   OR

   Click on the following icon in Figure 6 at Homepage.

Figure 6: **Search Case Icon**

2. The screen in Figure 7 will be shown.

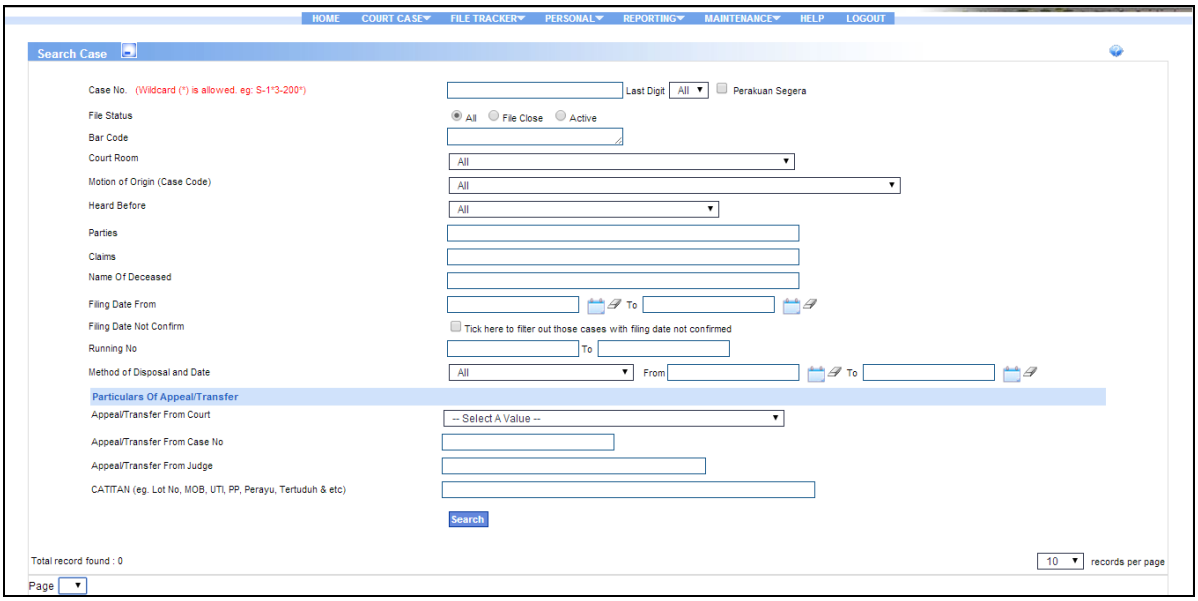


Figure 7: Search Case Screen

3. Key in the search criteria (eg: Case No) and click on Search. The results will be shown as in Figure 8. The icon and link can be click based on action you want to do by referring to Table 1.

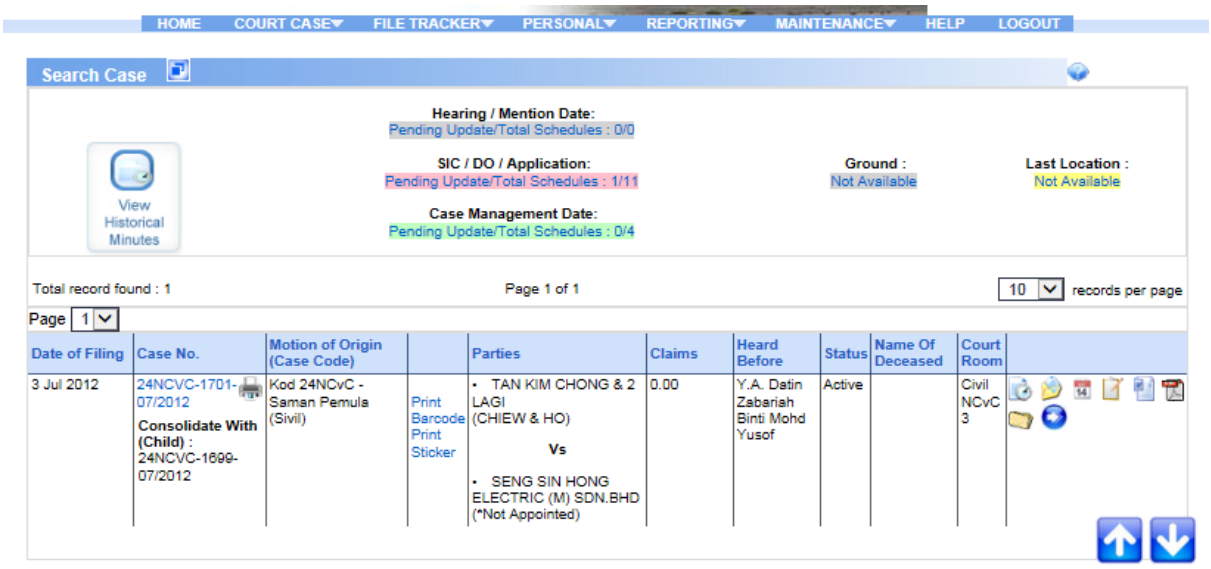


Figure 8: Case Search Result

Icon/Link	Description
	To expand search
24NCVC-1701-07/2012	To edit case profile
	To schedule for Full Trial Hearing (T-Track)
	To create Application/SIC Enclosure (A-Track)
	To schedule Case Management
	To create Case Letter from template

Table 1

5.0 HOW TO SEARCH CAUSE BOOK

1. Go to menu ***Court Case ⇨ Cause Book***.
2. The screen in Figure 9 will be shown.

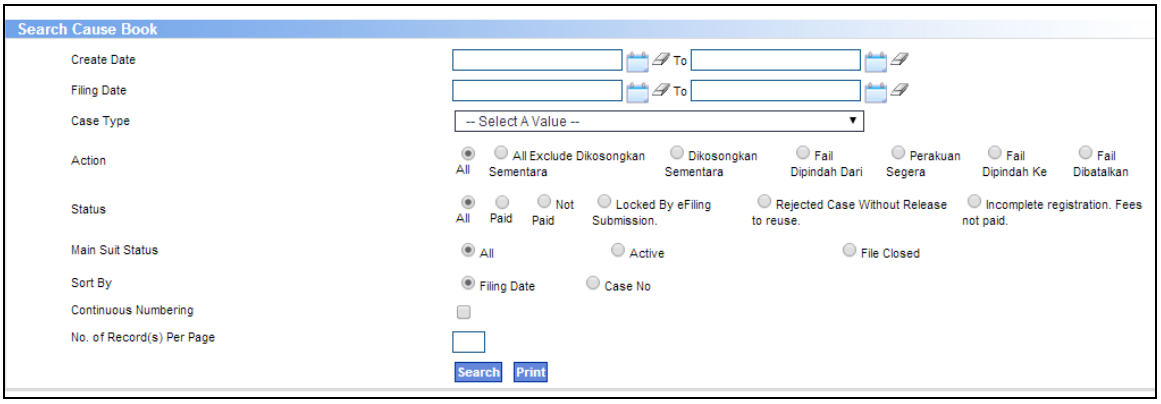
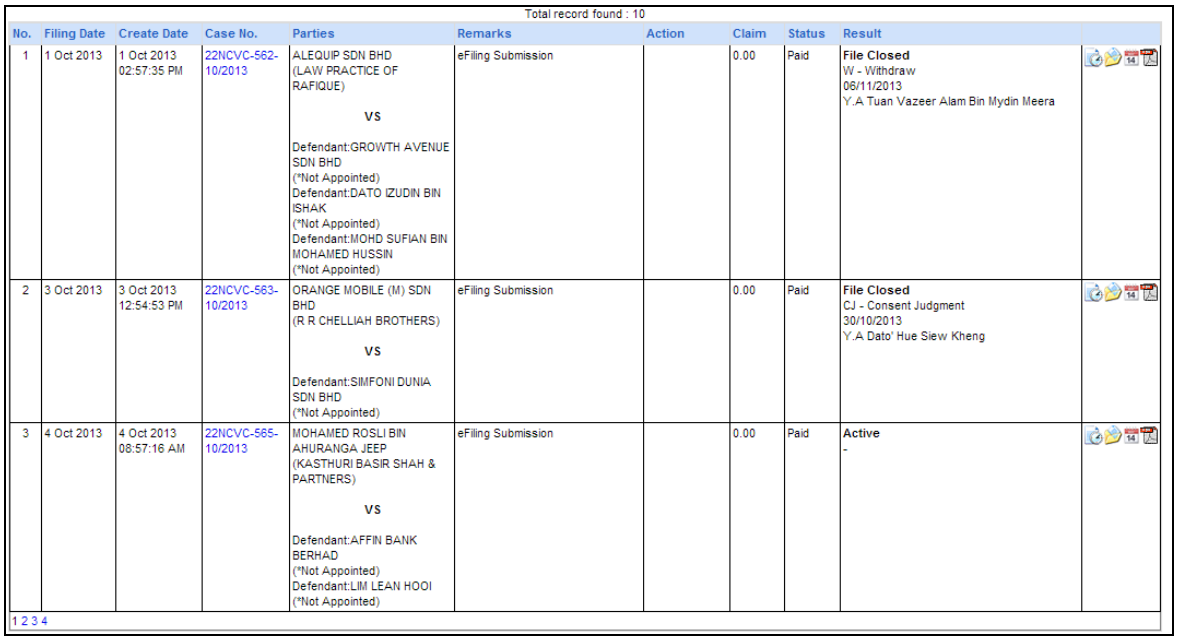


Figure 9: Search Cause Book Screen

	NOTE: -'**Create Date**' is Date Case No. generated. -'**Filing Date**' is Payment Date. -'**No. of Record(s) Per Page**' allow user to define how many records in 1 page, default to "5" records. Limit 10 records in 1 page.

3. Key in the search criteria (e.g.: Created Date, Case Type etc.) and click on button Search. The results will be shown as in Figure 10.



Total record found : 10

No.	Filing Date	Create Date	Case No.	Parties	Remarks	Action	Claim	Status	Result
1	1 Oct 2013	1 Oct 2013 02:57:35 PM	22NCVC-562-10/2013	ALEQUIP SDN BHD (LAW PRACTICE OF RAFIQUE) VS Defendant:GROWTH AVENUE SDN BHD (*Not Appointed) Defendant:DATO IZUDIN BIN ISHAK (*Not Appointed) Defendant:MOHD SUFIAN BIN MOHAMED HUSSIN (*Not Appointed)	eFiling Submission		0.00	Paid	**File Closed** W - Withdraw 06/11/2013 Y.A Tuan Vazeer Alam Bin Mydin Meera
2	3 Oct 2013	3 Oct 2013 12:54:53 PM	22NCVC-563-10/2013	ORANGE MOBILE (M) SDN BHD (R R CHELLIAH BROTHERS) VS Defendant:SIMFONI DUNIA SDN BHD (*Not Appointed)	eFiling Submission		0.00	Paid	**File Closed** CJ - Consent Judgment 30/10/2013 Y.A Dato' Hue Siew Kheng
3	4 Oct 2013	4 Oct 2013 08:57:16 AM	22NCVC-565-10/2013	MOHAMED ROSLI BIN AHURANGA JEEP (KASTHURI BASIR SHAH & PARTNERS) VS Defendant:AFFIN BANK BERHAD (*Not Appointed) Defendant:LIM LEAN HOOI (*Not Appointed)	eFiling Submission		0.00	Paid	**Active** -

1 2 3 4

Figure 10: Search Cause Book Results

4. Cause Book can be printed by clicking on Print button.

Icon/Link	Description
22NCVC-562-10/2013	To edit case profile
	To schedule for Full Trial Hearing (T-Track)
	To create Application/SIC Enclosure (A-Track)
	To schedule Case Management
	To create Case Letter
	To retrieve submitted enclosure

Table 2

6.0 HOW TO PRINT CAUSE LIST FOR CASE MANAGEMENT(CM)

1. Go to menu ***Court Case ⇨ Cause List (Case Mgmt)***. Screen as in Figure 11 will be shown.

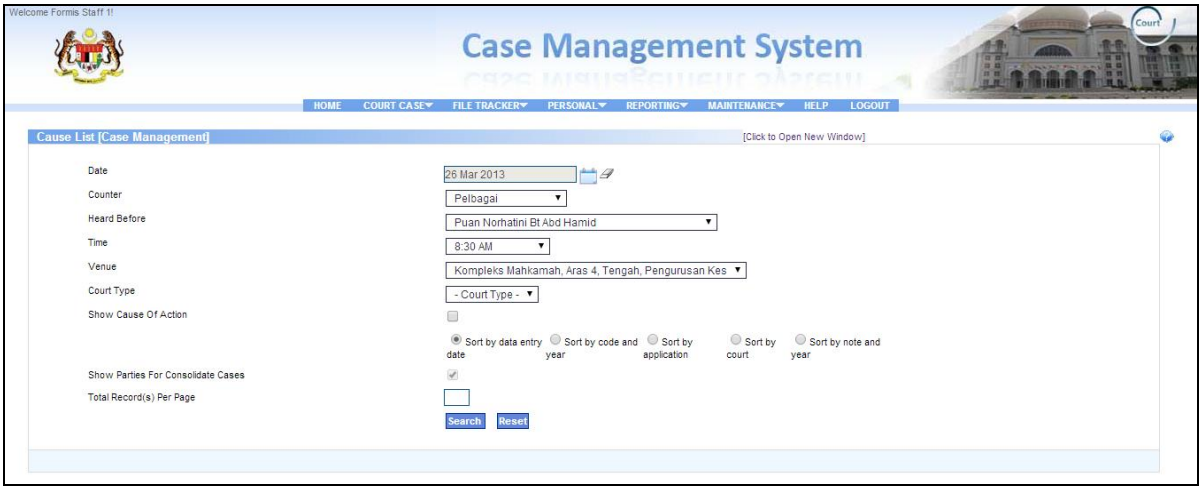


Figure 11: Cause List (Case Management) Screen

2. Choose a **Date**, **Counter**, **Heard Before** and select other information if needed.

3. Click Search. Screen as in Figure 12 will be shown.

   Choose **Time** and **Court Type** then click Print

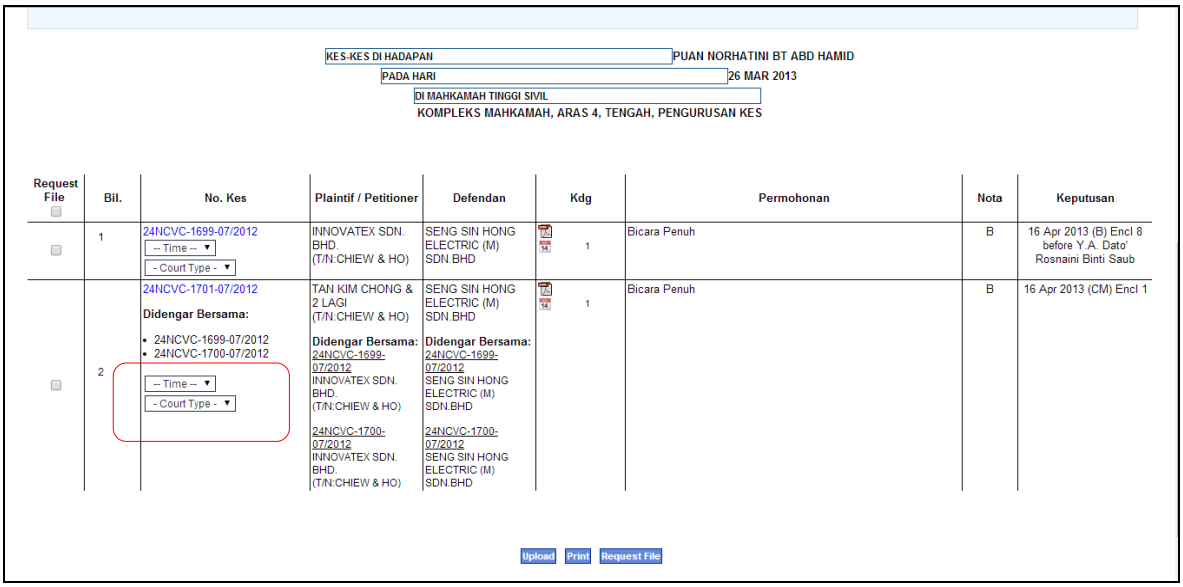


Figure 12: Cause List (Case Management) Screen

7.0 HOW TO PRINT CAUSE LIST FOR HEARING/MENTION (T-TRACK & A-TRACK)

1. Go to menu ***Court Case ⇨ Cause List (A/M/T Track)***. Screen as in Figure 13 will be shown.

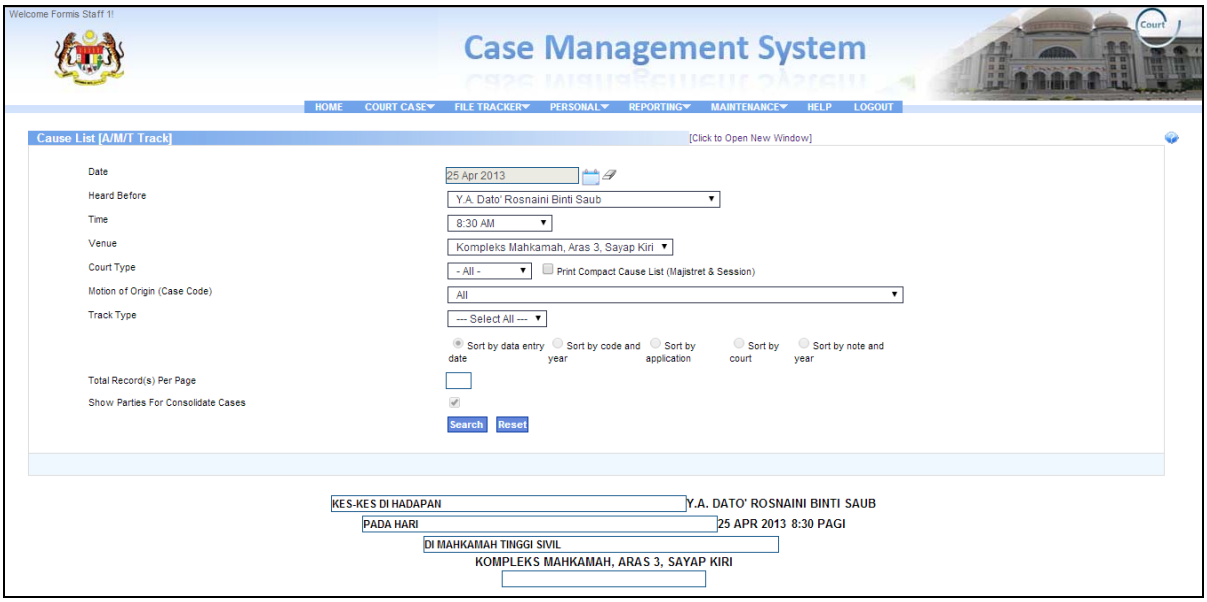


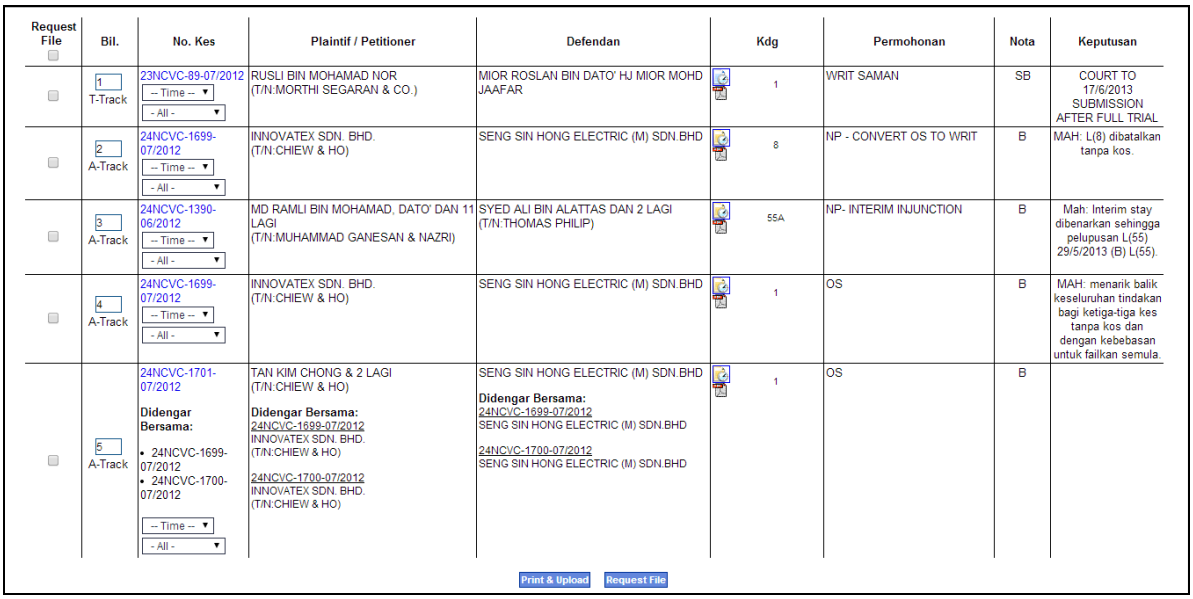
Figure 13: *Cause List (A/M/T Track) Screen*

2. Choose a Period, Heard Before and select other information if needed, click

. Screen as in Figure 14 will be shown.

	NOTE: Track Type selection is optional. Option 1: --Select All--: Display all A/T Track hearing. Option 2: A-Track: Display A-Track hearing. Option 3: T-Track: Display T-Track hearing.

3. Choose **Time** and **Court Type** then click



Request File	Bil.	No. Kes	Plaintif / Petitioner	Defendan	Kdg	Permohonan	Nota	Keputusan
	1 T-Track	23NCVC-89-07/2012 -- Time -- - All -	RUSLI BIN MOHAMAD NOR (T/N:MORTHI SEGARAN & CO.)	MIOR ROSLAN BIN DATO' HJ MIOR MOHD JAAFAR	1	WRIT SAMAN	SB	COURT TO 17/6/2013 SUBMISSION AFTER FULL TRIAL
	2 A-Track	24NCVC-1699-07/2012 -- Time -- - All -	INNOVATEX SDN. BHD. (T/N:CHIEW & HO)	SENG SIN HONG ELECTRIC (M) SDN.BHD	8	NP - CONVERT OS TO WRIT	B	MAH: L(8) dibatalkan tanpa kos.
	3 A-Track	24NCVC-1390-06/2012 -- Time -- - All -	MD RAMLI BIN MOHAMAD, DATO' DAN 11 LAGI (T/N:MUHAMMAD GANESAN & NAZRI)	SYED ALI BIN ALATTAS DAN 2 LAGI (T/N:THOMAS PHILIP)	55A	NP- INTERIM INJUNCTION	B	Mah: Interim stay dibenarkan sehingga pelupusan L(55) 29/5/2013 (B) L(55).
	4 A-Track	24NCVC-1699-07/2012 -- Time -- - All -	INNOVATEX SDN. BHD. (T/N:CHIEW & HO)	SENG SIN HONG ELECTRIC (M) SDN.BHD	1	OS	B	MAH: menarik balik keseluruhan tindakan bagi ketiga-tiga kes tanpa kos dan dengan kebebasan untuk failkan semula.
	5 A-Track	24NCVC-1701-07/2012 **Didengar Bersama:** • 24NCVC-1699-07/2012 • 24NCVC-1700-07/2012 -- Time -- - All -	TAN KIM CHONG & 2 LAGI (T/N:CHIEW & HO) **Didengar Bersama:** 24NCVC-1699-07/2012 INNOVATEX SDN. BHD. (T/N:CHIEW & HO) 24NCVC-1700-07/2012 INNOVATEX SDN. BHD. (T/N:CHIEW & HO)	SENG SIN HONG ELECTRIC (M) SDN.BHD **Didengar Bersama:** 24NCVC-1699-07/2012 SENG SIN HONG ELECTRIC (M) SDN.BHD 24NCVC-1700-07/2012 SENG SIN HONG ELECTRIC (M) SDN.BHD	1	OS	B	

Print & Upload Request File

Figure 14: Cause List

4. Hearing type displayed in “Bil.” column as shown in Figure 15.

Bil.	No. Kes	Plaintif / Pe
1 10122 (T-Track)	23NCVC-89-07/2012	RUSLI BIN MOHAMAD M (T/N:MORTHI SEGARAN
2 32916 (A-Track)	24NCVC-1699-07/2012	INNOVATEX SDN. BHD. (T/N:CHIEW & HO)

Figure 15: Hearing Type in Cause List

8.0 HOW TO UPDATE MINUTES

1. Go to menu ***Court Case ⇨ Update Result (Case Mgmt)***. Search for case and click on any case. The screen in Figure 16 will be shown.

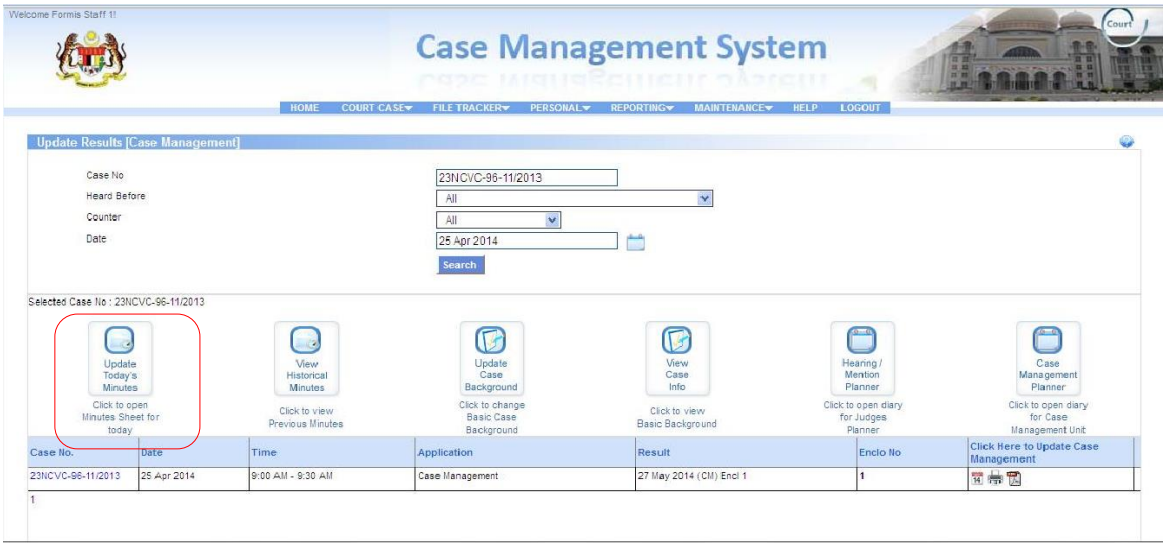


Figure 16: Selection Screen for Update Minute

2. Click on **Update Today's Minutes**. Screen as in Figure 17, 18 and 19 will be shown.
3. Screen on figure 17 were mostly updates on the attendance during the mention. Table 3 shows the icon and link that are useful when updating the minutes.

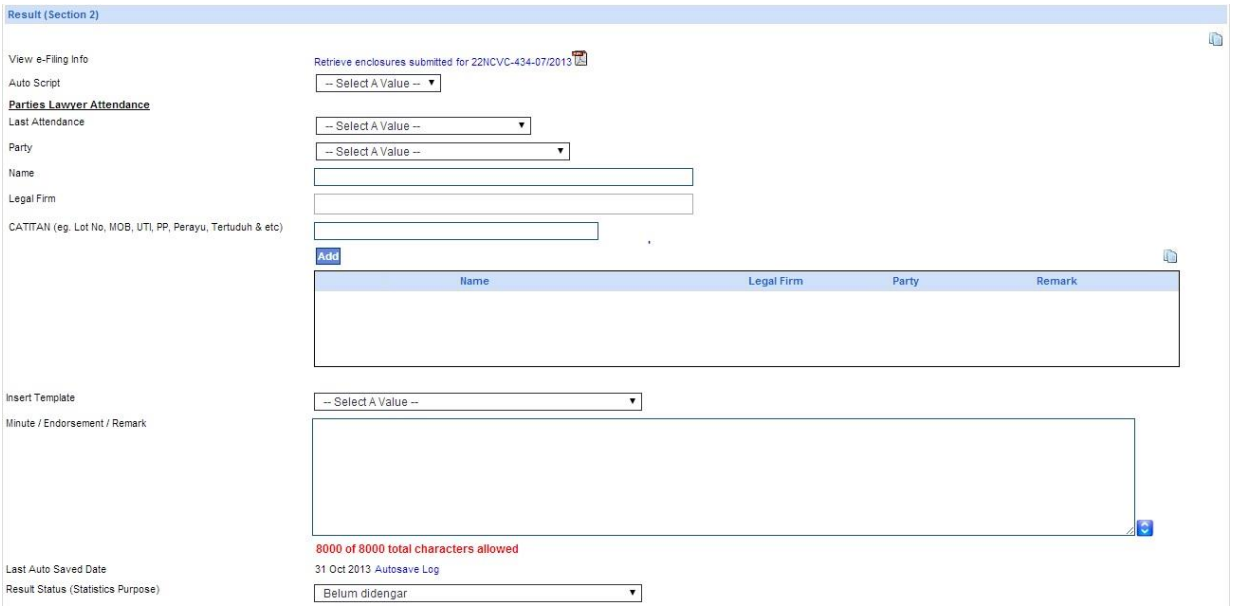


Figure 17: Attendance in Update Minutes

Icon/Link	Description
	To view to the PDF File from eFiling System
	To add parties lawyer attendance into the table
Autosave Log	To trace back last 3 minute missing minute

Table 2

4. Screen in Figure 18 will update result of the hearing/mention. Table 4 shows the icon and link that are useful when updating the minutes.

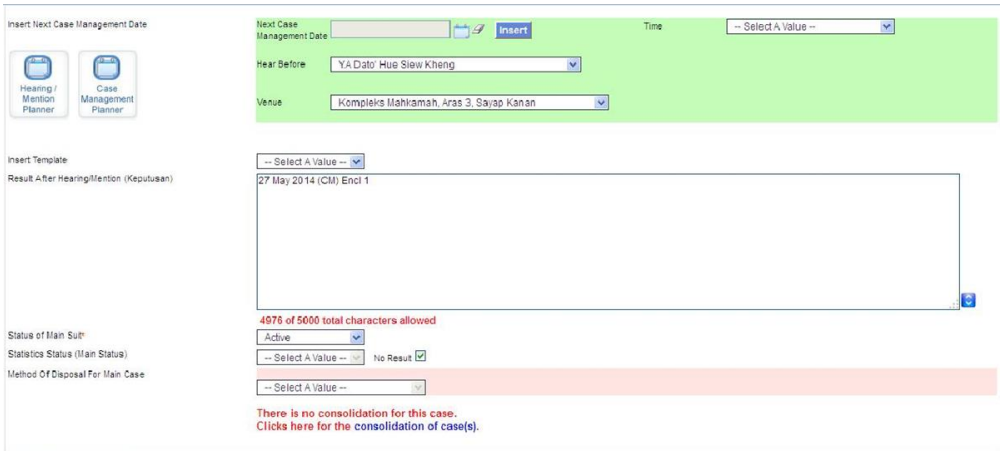

Insert Next Case Management Date
Next Case Management Date
Insert
Time
-- Select A Value --
Hear Before
YA Dato' Hue Siew Kheng
Venue
Kompleks Mahkamah, Aras 3, Sayap Kanan
Hearing / Mention Planner
Case Management Planner
Insert Template
-- Select A Value --
Result After Hearing/Mention (Keputusan)
27 May 2014 (CM) Encl 1
4976 of 5000 total characters allowed
Status of Main Suit*
Active
Statistics Status (Main Status)
-- Select A Value --
No Result
Method Of Disposal For Main Case
-- Select A Value --
There is no consolidation for this case.
Clicks here for the consolidation of case(s).

Figure 18: Next Hearing and result of Hearing in Minute

Icon/Link	Description
	To fix next hearing which is the same type with the current hearing/mention.
	To fix next A-Track / T-Track hearing.
	To fix next CM date
	Status of main Suit
	Tick this when mention already done but no result

Table 3

5. Screen in Figure 19 will update endorsement of minutes. Table 5 shows the icon and link that are useful when updating the minutes.

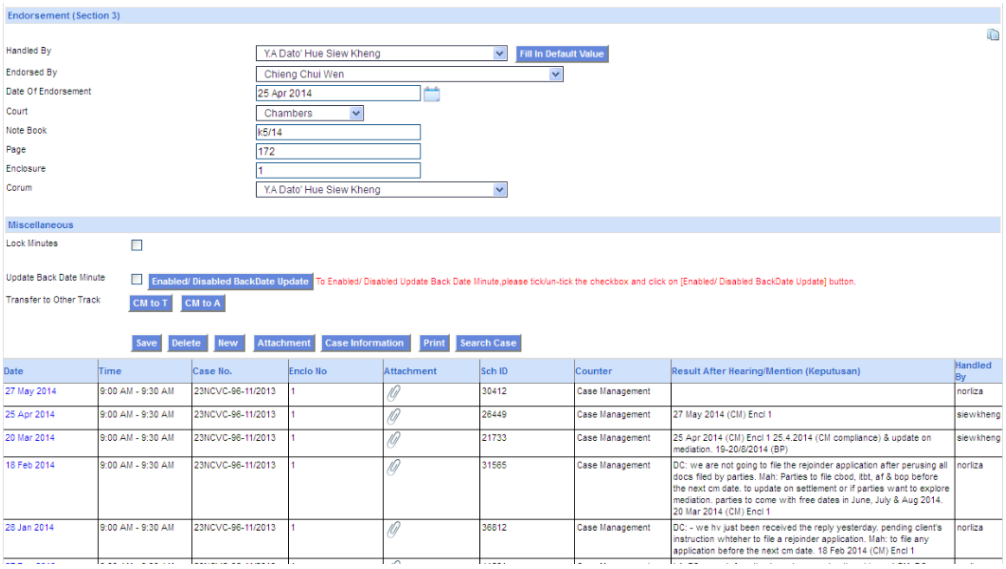


Figure 19: Endorsement of minutes

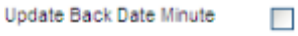
Icon/Link	Description
	To auto fill up of information for endorsement
	To block others from update minutes
	To transfer case from CM to T / CM to A track
	To allow minute to update after 14 days minute
	To save all information in minutes
	To print out minutes

Table 4

9.0 HOW TO VIEW HISTORICAL MINUTES

1. Follow guide in 4.0 to search a case.
2. Click on the case number in the case search result screen, the following screen will be shown.

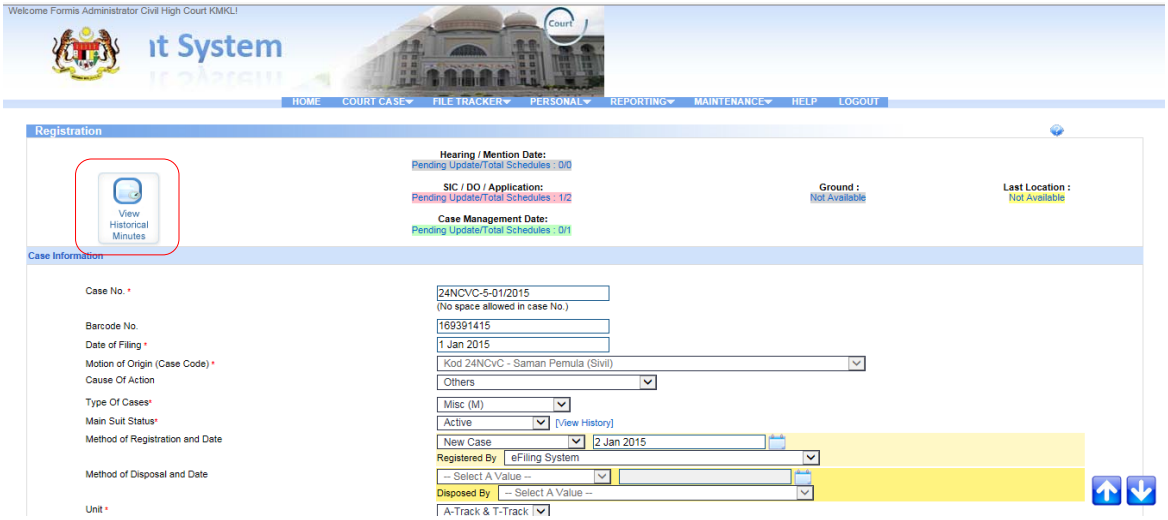


Figure 20: Case Details Screen

3. Click

to view historical minutes. Screen in Figure 21 will be shown.

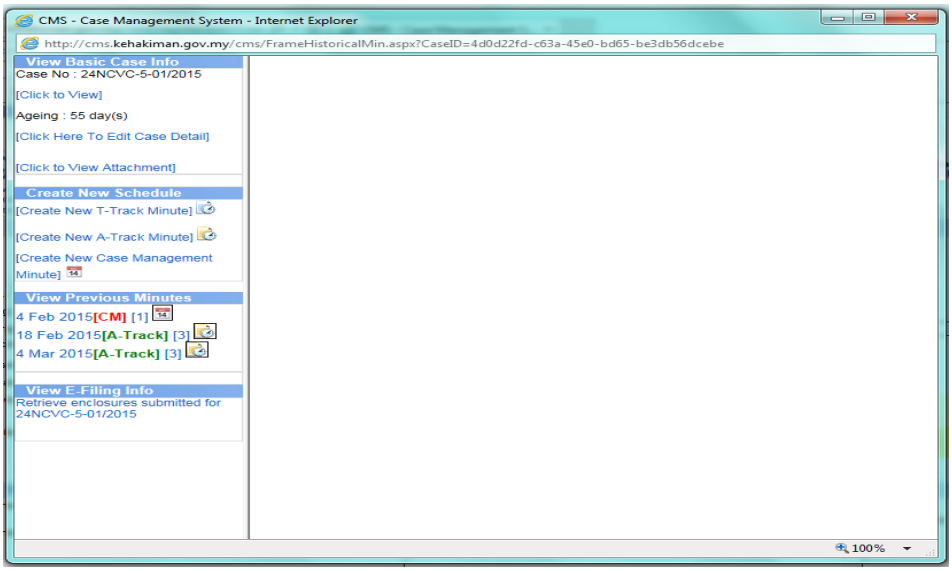


Figure 21: View Minute Screen

10.0 HOW TO VIEW A/T-TRACK PLANNER

1. Click Hearing / Mention Planner to view A/T-Track Planner (in 9.0 View Historical Minutes and 8.0 Update Minutes Screen). Screen in Figure 22 will be shown.

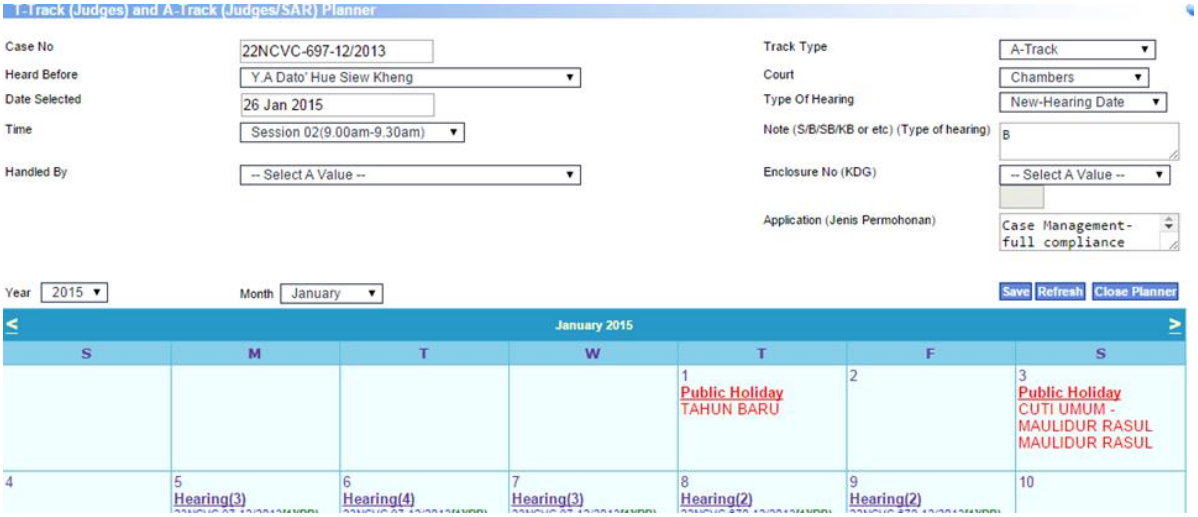


Figure 22: A/T- Track Planner

11.0 HOW TO VIEW CM PLANNER

1. Click Case Management Planner to view CM Planner (in 9.0 View Historical Minutes and 8.0 Update Minutes Screen). Screen in Figure 23 will be shown.

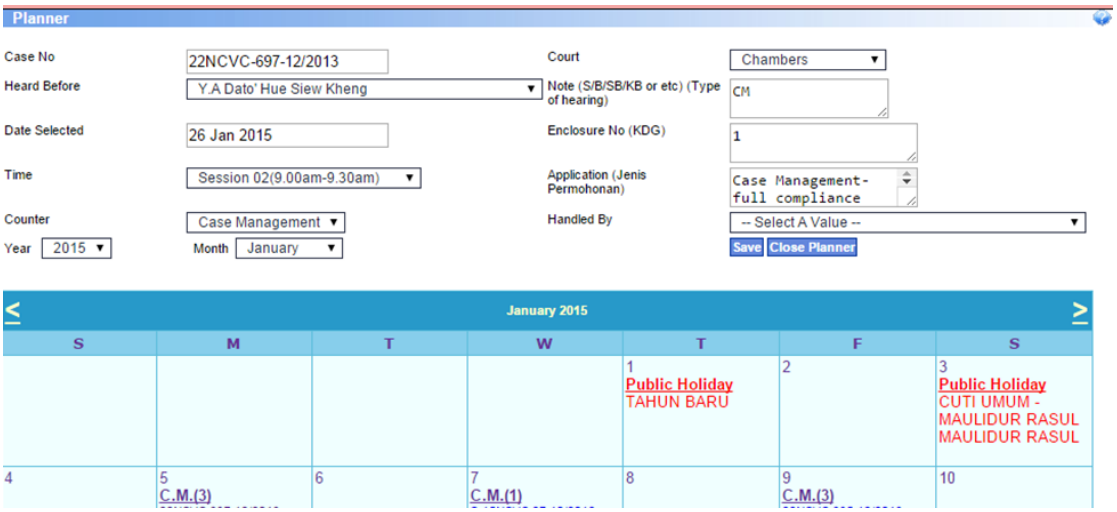


Figure 23: CM Planner

12.0 HOW TO FIX NEXT CASE MANAGEMENT DATE (CM)

1. Click on

in screen shown in Figure 24 (in 9.0 View Historical Minutes and 8.0 Update Minutes Screen) to fix next schedule date for Case Management.

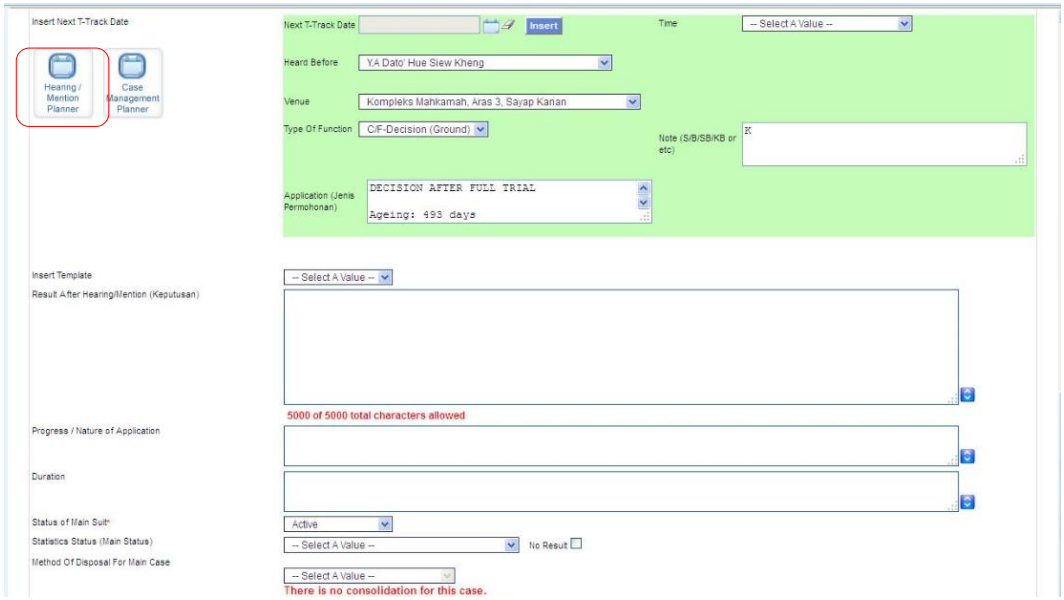


Figure 24: Insert Next Case Management Date from Minute Sheet

2. A planner will be shown as in Figure 25, select **Heard Before** and the planner will show all the schedules of the selected TP / SAR / Judge.
3. Choose a **date** by clicking on the number in the planner.
4. Information below need to be fill in before click

:
   - ✓ Counter
   - ✓ Note
   - ✓ Enclosure No.
   - ✓ Application

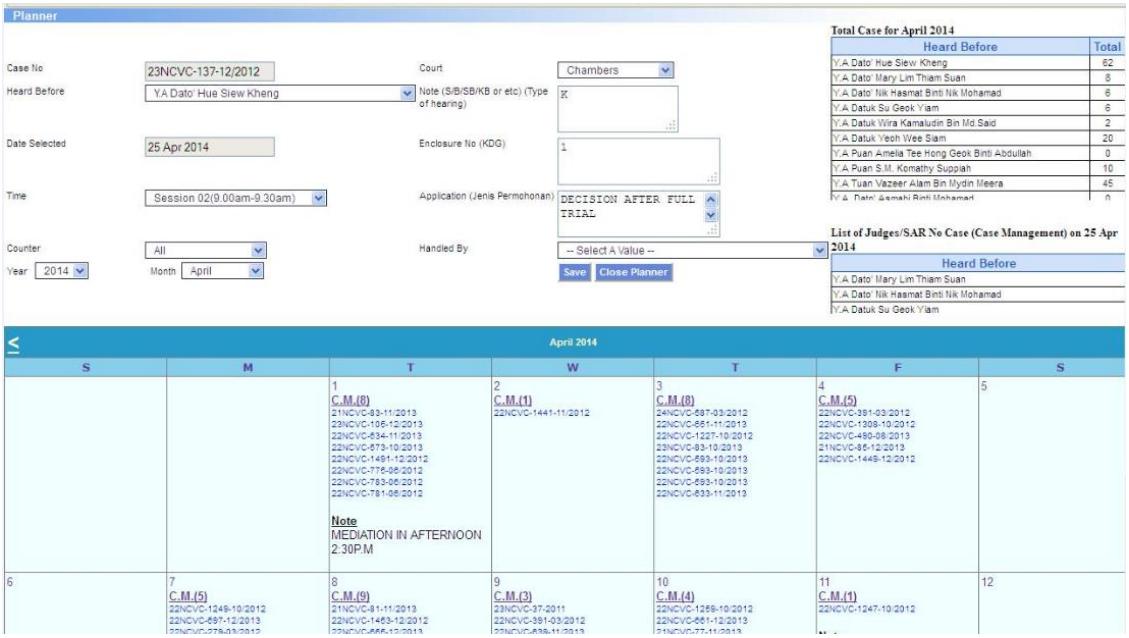


Figure 25: TP/ SAR/ Judge Planner

13.0 HOW TO FIX NEXT HEARING / MENTION DATE (T-TRACK & A-TRACK)

1. Go to menu ***Court Case ⇨ Update Results (A/M/T Track)***.
2. Key in case no and select the schedule date, click Search. Screen in figure 26 will be shown.

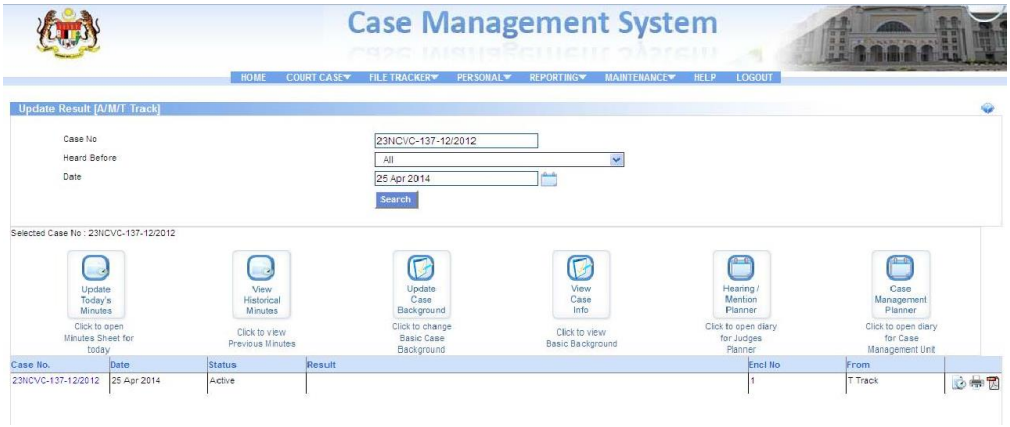


Figure 26: Quick Update Results (A/M/T Track)

3. Click on Update Today's Minutes to update results. Screen in Figure 27 will be shown.

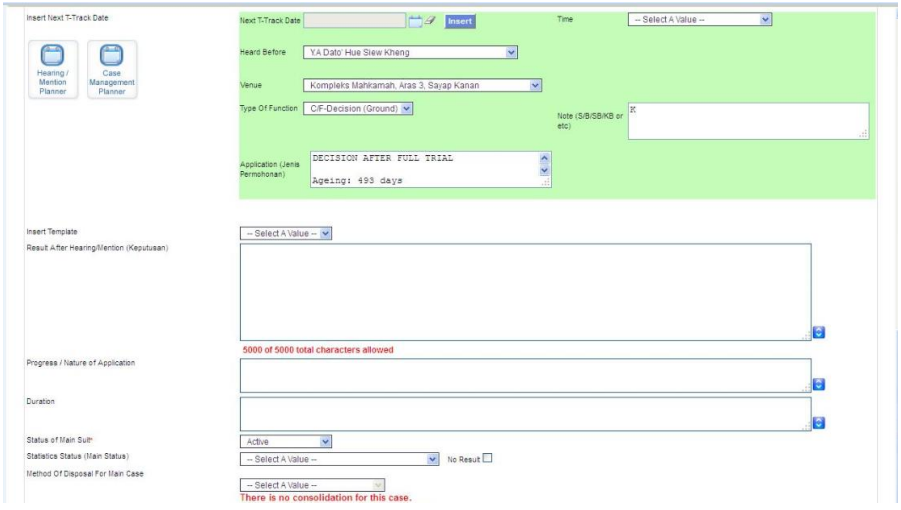


Figure 27: Fix Next hearing in the Minute Sheet

4. Click on

to fix next schedule date for T-Track or A-Track.

5. A planner will be shown as in Figure 28, select **Heard Before** and the planner will show all the schedules of the selected TP / SAR / Judge.

6. Choose a **date** by clicking on the number in the planner, and fill up the following information before click

:
   - ✓ Track type
   - ✓ Note
   - ✓ Enclosure No
   - ✓ Application

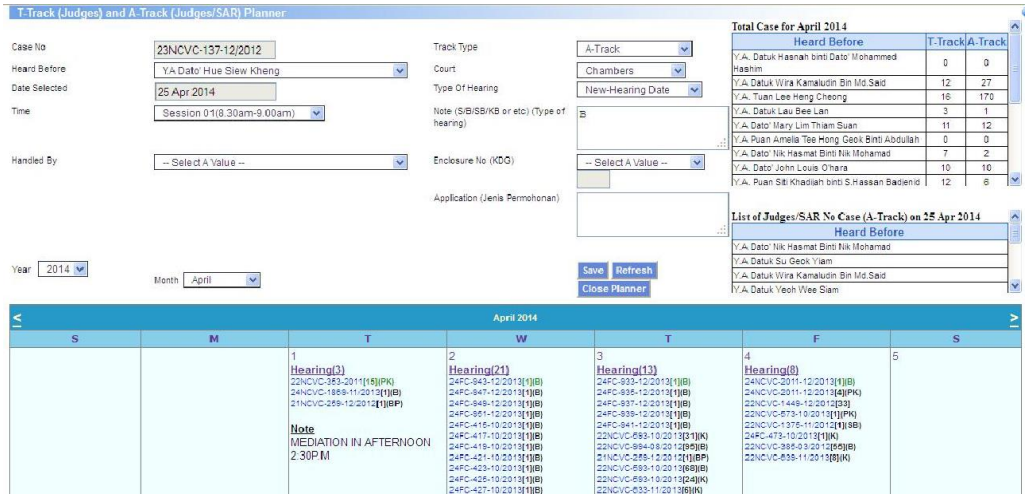


Figure 28: A/T- Track Planner

14.0 HOW TO FIX APPOINTMENT

	NOTE: - Appointment on the day will block anyone to fix a date in the particular date of the TP/ SAR/ Judge. - To allow the case to be fix on the same appointment date, the date have to fix the case into the planner before any appointment being fix on the planner.

1. Go to ***Personal*** ⇨ ***Appointment***. Screen as in Figure 29 will be shown.
2. Click Save after complete fill in the appointment information.

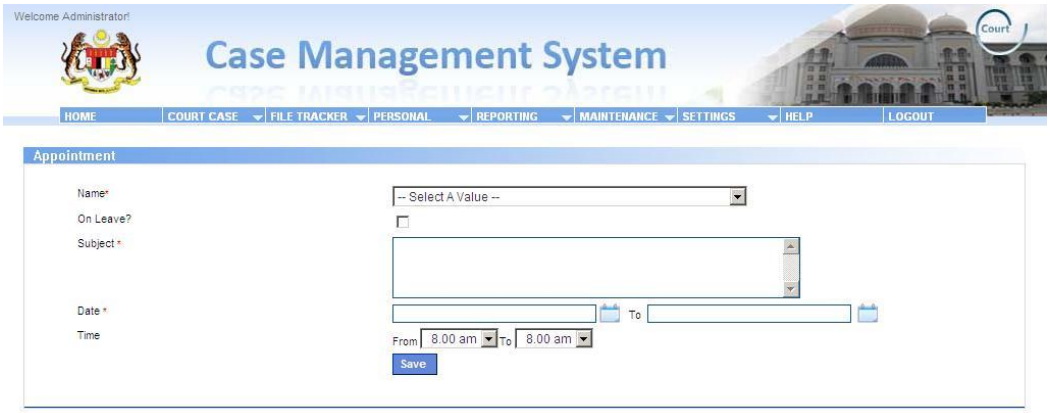


Figure 29: Appointment Form

3. Go to ***Personal*** ⇨ ***View Planner*** to view the appointment which already fixed.

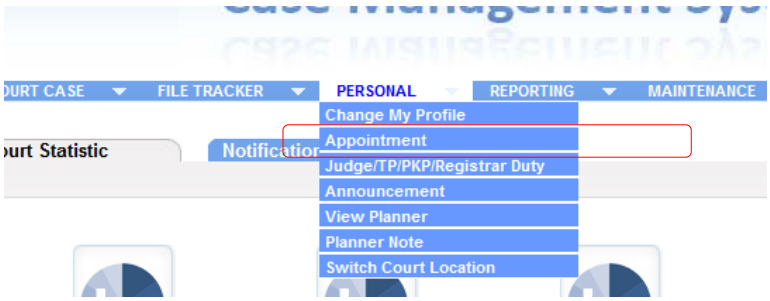


Figure 30: Menu to Fix Appointment

4. Appointment which already fix will be shown in the planner of the particular Judge.

Figure 31: Planner with Appointment

15.0 HOW TO FIX PLANNER NOTE

	NOTE: Planner Note will ***NOT*** block anyone from fixing a case in the planner of the particular TP / SAR / Judge.

1. Go to ***Personal*** ⇨ ***Planner Note.*** Screen in Figure 32 will be shown.
2. Click Save after complete fill in the information.

Figure 32: Planner Note Form

3. Go to ***Personal*** ⇨ ***View Planner*** to view the note which already fix.
4. The Planner Note will be shown as in Figure 33.

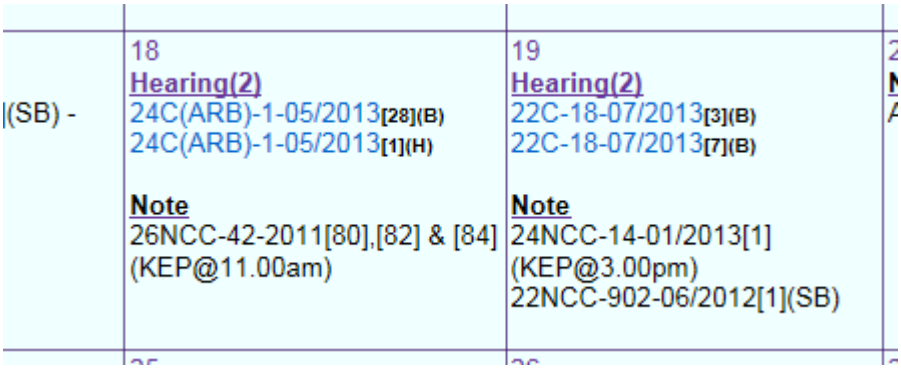


Figure 33: Planner Note

16.0 HOW TO CREATE DOCUMENT FROM TEMPLATE

1. Refer to 4.0 to do a case search.

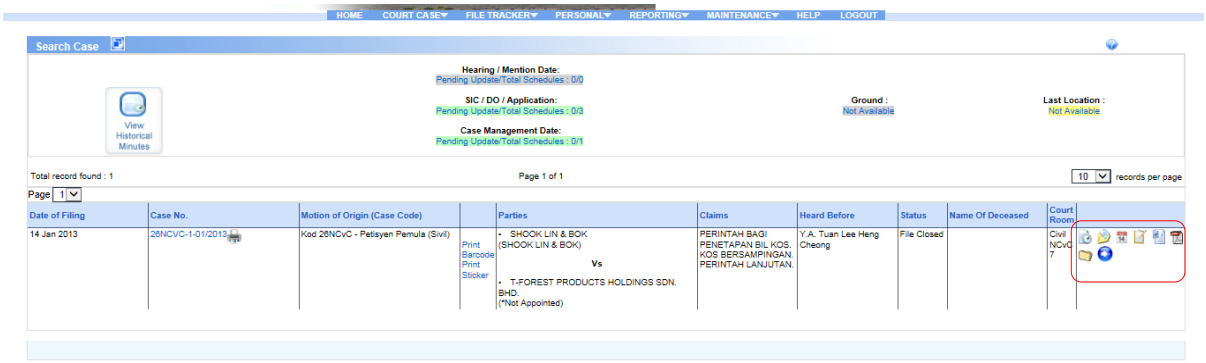


Figure 34: Case Search Result

2. Click icon to create document from template. Screen in figure 35 will be shown.

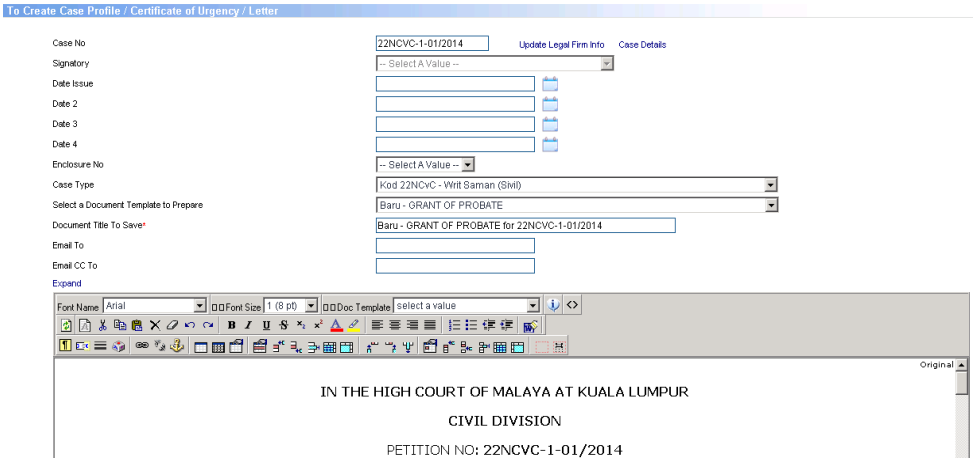


Figure 35: Document Template Form

3. Click after complete fill in the information.
4. Upon successfully, save the document a record will be shown in Figure 36.

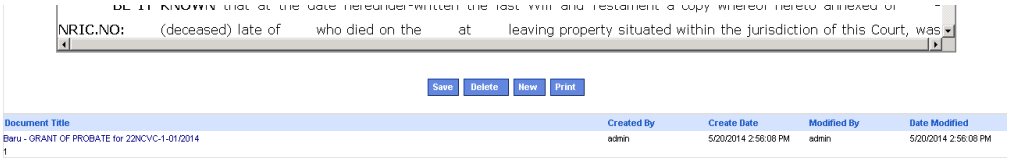
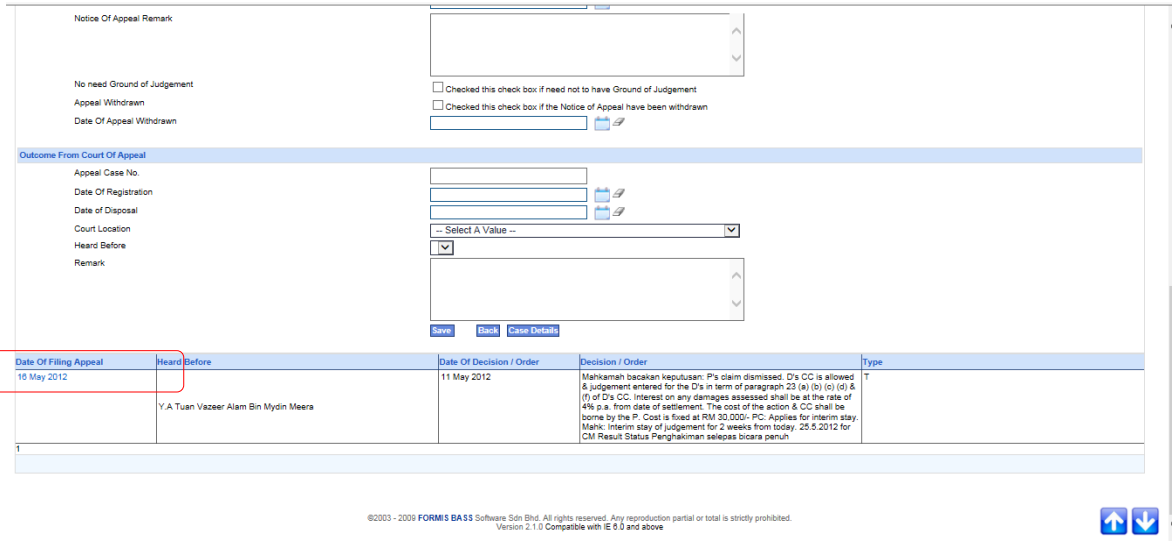


Figure 36: Created Document

17.0 HOW TO EDIT NOTICE OF APPEAL

1. Refer to 4.0 to do a case search, click to Notice Of Appeal screen.
2. Screen in Figure 37 will be shown.
3. Scroll to the bottom, click on the **Date of Filing Appeal** to edit the notice of appeal.


Notice Of Appeal Remark
No need Ground of Judgement
Checked this check box if need not to have Ground of Judgement
Appeal Withdrawn
Checked this check box if the Notice of Appeal have been withdrawn
Date Of Appeal Withdrawn
Outcome From Court Of Appeal
Appeal Case No.
Date Of Registration
Date of Disposal
Court Location
-- Select A Value --
Heard Before
Remark
Save
Back
Case Details
Date Of Filing Appeal
Heard Before
Date Of Decision / Order
Decision / Order
Type
16 May 2012
Y.A Tuan Vazeer Alam Bin Mydin Meera
11 May 2012
Mahkamah bacakan keputusan: P's claim dismissed. D's CC is allowed & judgement entered for the D's in term of paragraph 23 (a) (b) (c) (d) & (f) of D's CC. Interest on any damages assessed shall be at the rate of 4% p.a. from date of settlement. The cost of the action & CC shall be borne by the P. Cost is fixed at RM 30,000/- PC: Applies for interim stay. Mahk: Interim stay of judgement for 2 weeks from today. 25.5.2012 for CM Result Status Penghakiman selepas bicara penuh
T
1
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Version 2.1.0 Compatible with IE 6.0 and above

Figure 37

4. Fill up the **Date Completion of Notes of Proceeding** and **Date Completion of Ground of Judgement**, then click Save

	NOTE: It is important for secretary to be able to update Date Completion of Notes of Proceeding, Date Completion of Ground of Judgement and Reason for Delay if any. It is also important for persons in charge to update the Date of Sending Notice of Appeal to Court of Appeal.

18.0 HOW TO CONSOLIDATE CASE

1. Search for a “Parent” Case, Click on Case No as shown in Figure 38.

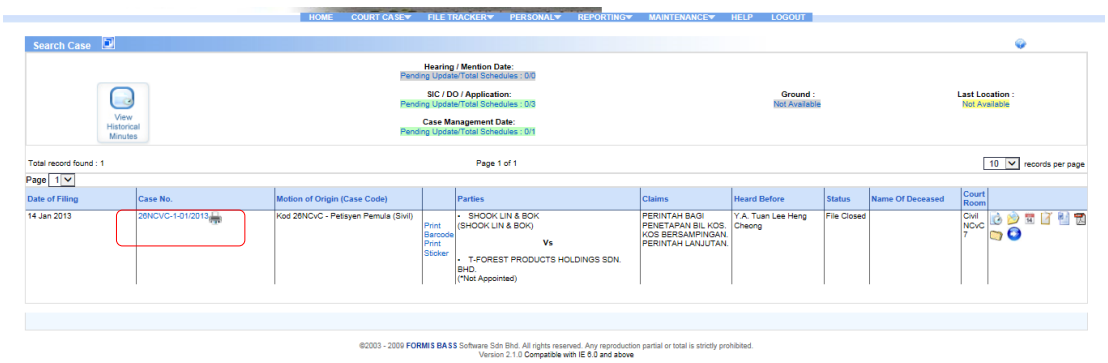


Figure 38: Search Case Result

2. Click on Consolidate as shown in Figure 39.

Figure 39 : *Case Details Screen*

3. Key in Case No. of the case to be consolidated with “Parent” case, click Save

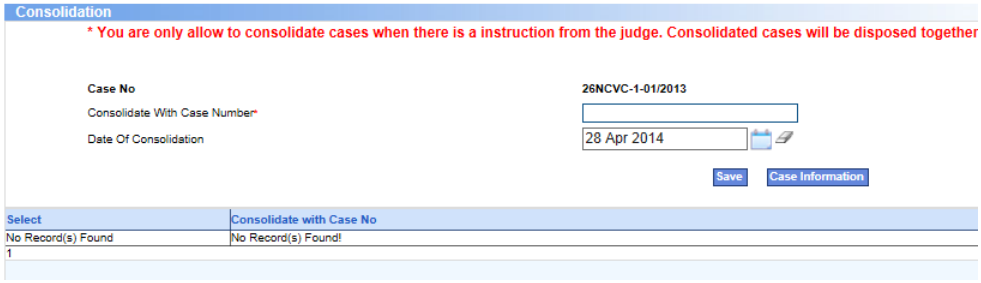


Figure 40: Consolidate Case Form

19.0 HOW TO CREATE AUCTIONEER FOR AN APPLICATION

Information in this section will be useful for those user who need to handle **Execution** Cases:

1. Go to **MAINTENANCE -> AUCTIONEER DETAILS MAINTENANCE**, fill in all the particulars and click

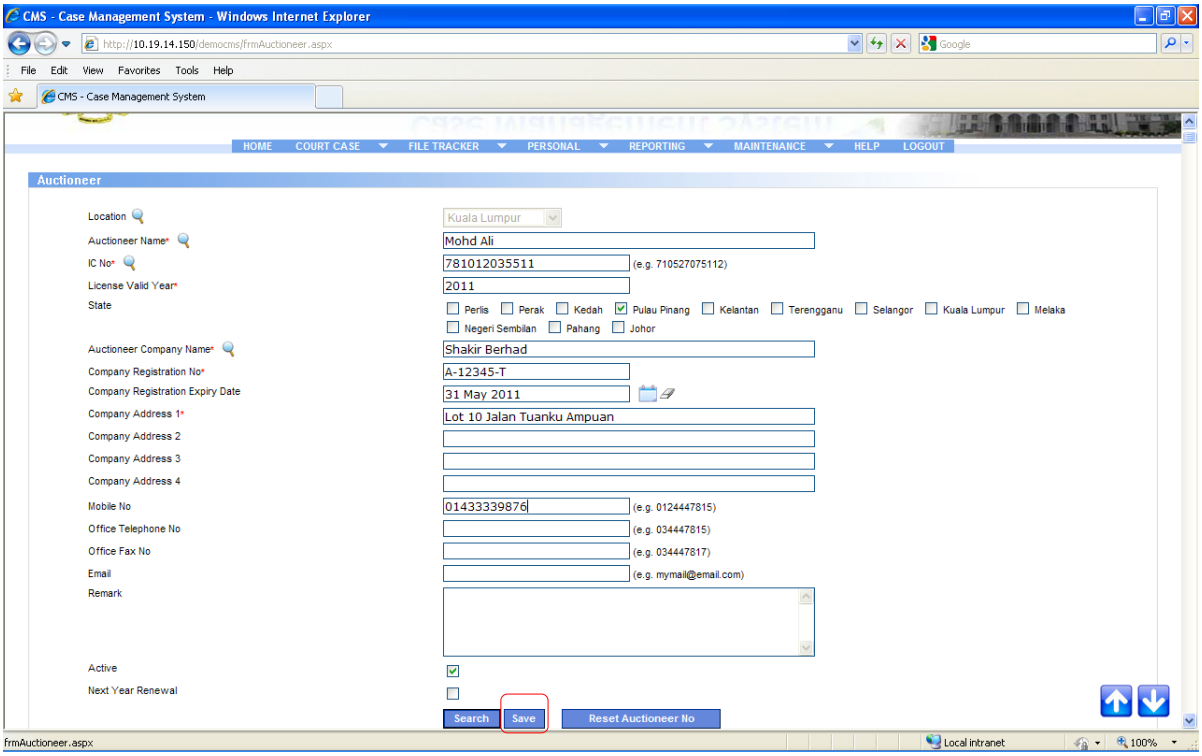


Figure 41: Auctioneer Registration Form

20.0 HOW TO EDIT AUCTIONEER LIST

Information in this section will be useful for those user who need to handle **Execution** Cases:

1. Go to **MAINTENANCE** -> **AUCTIONEER DETAILS MAINTENANCE** and Figure 42 will be shown.
2. Enter the Auctioneer Name that you want to **EDIT/DELETE** and click Search. The Auctioneer will be shown in the list.

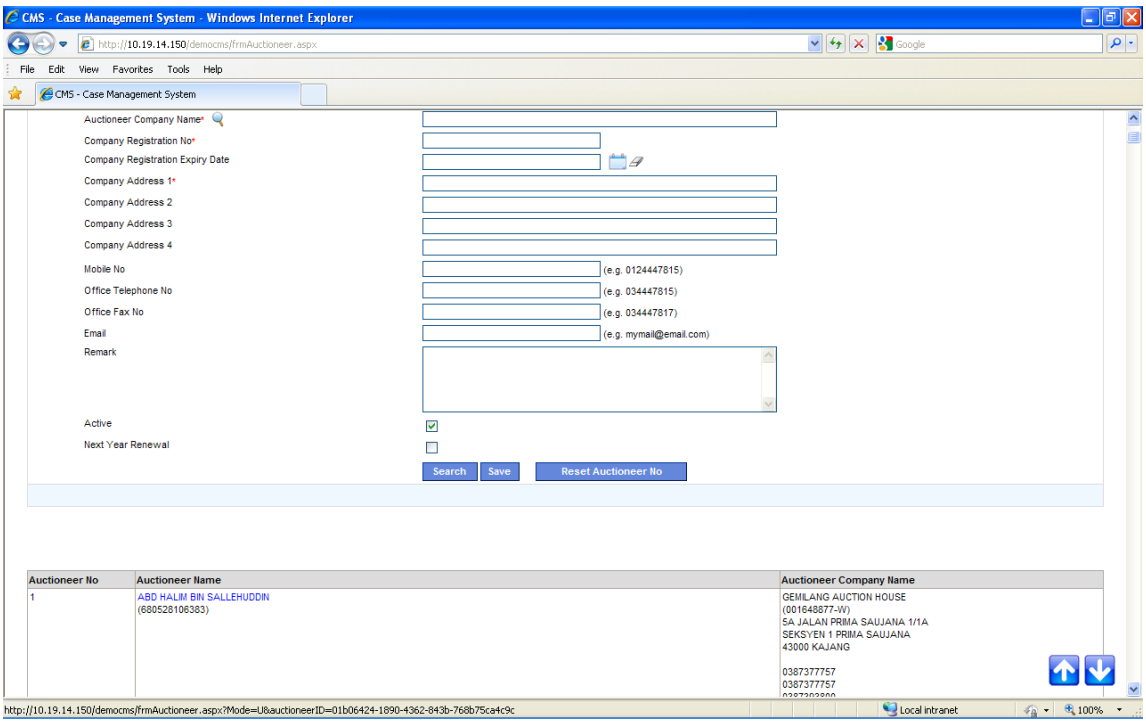


Figure 42: Search Result of Auctioneer List

	NOTE: IMPORTANT : Once you click on **RESET AUCTIONEER NUMBER**, the running number in the **Auctioneer List** will be reset according to Alphabetical Order.

3. Click on the Name of Auctioneer, the particulars of the Auctioneer will be shown in the above fields as shown in Figure 43.

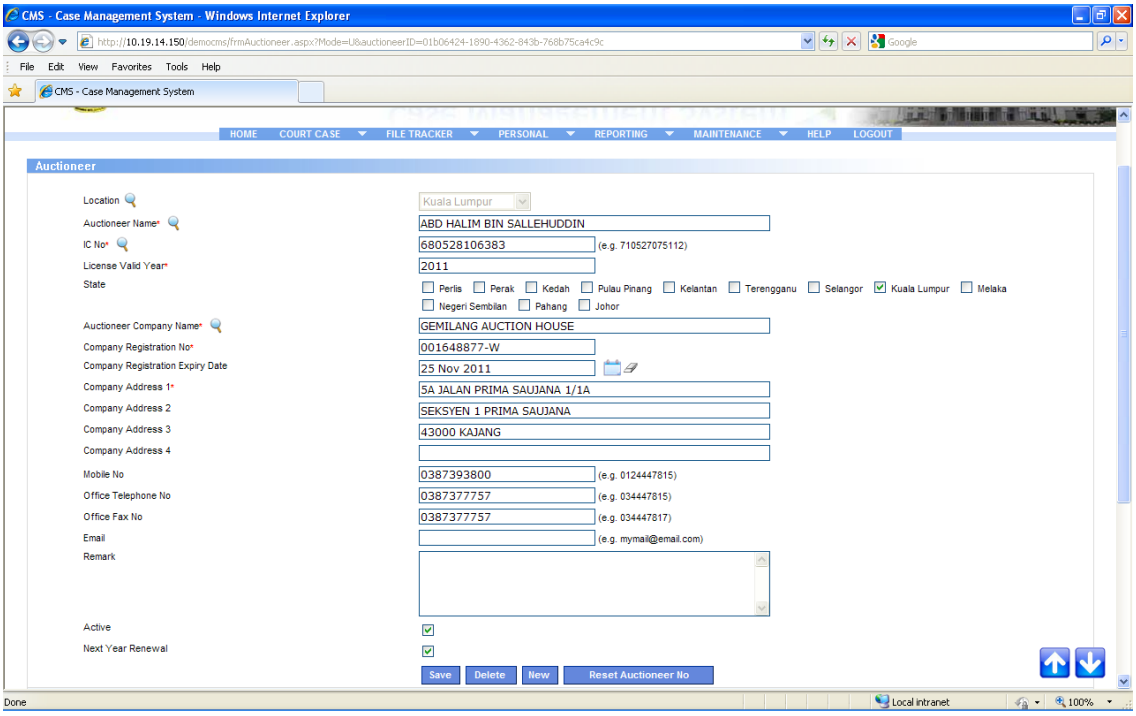


Figure 43: Auctioneer Details

Icon/Link	Description
Save	To save the edited auctioneer profile
Delete	To delete the whole auctioneer profile.
Reset Auctioneer No	To reorganise the running number of the auctioneer after profile being deleted.

Table 5

21.0 HOW TO VIEW AUCTIONEER LIST

Information in this section will be useful for those user who need to handle **Execution** Cases:

1. Go to **MAINTENANCE** -> **AUCTIONEER DETAILS MAINTENANCE**, DO NOT fill in anything, just click Search. Screen in figure 44 will be shown.

2. Scroll down to the bottom of the page and click **Print Court List/ Print Public List**.

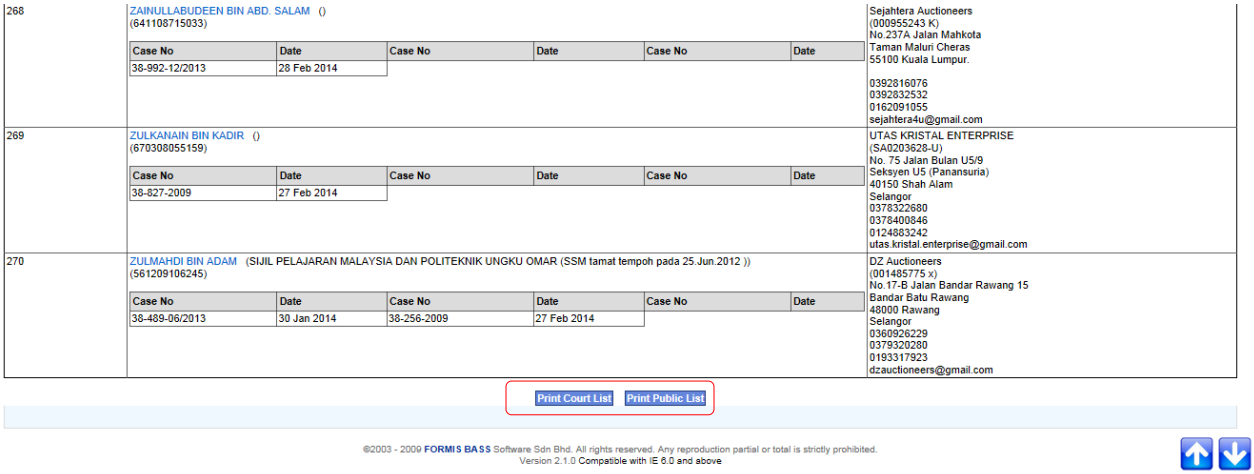


Figure 44: Search Result for Auctioneer List

3. The list will be shown in screen as in Figure 45 :-

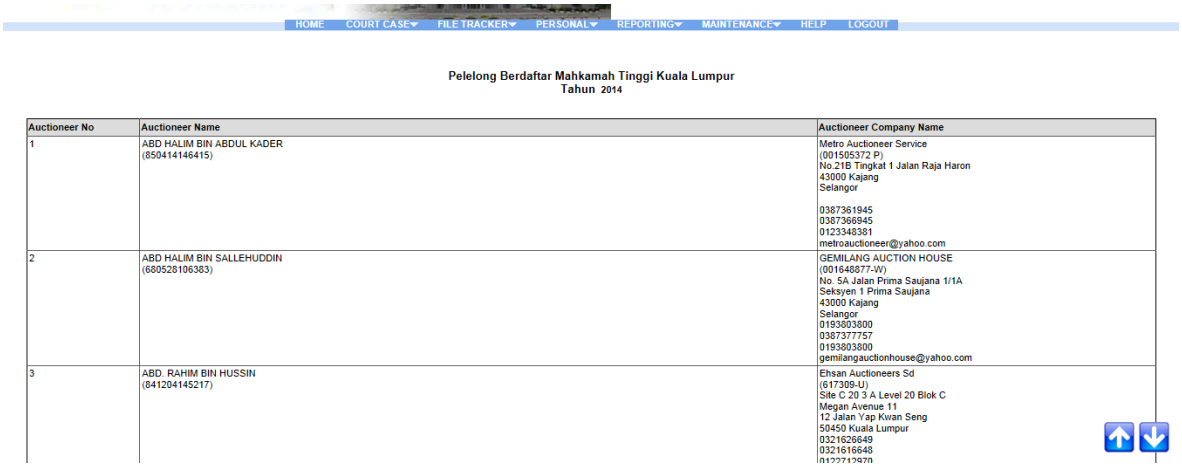


Figure 45: Print Auctioneer List

22.0 HOW TO CREATE AUCTION LIST

Information in this section will be useful for those user who need to handle **Execution** Cases:

1. Go to **COURT CASE -> UPDATE RESULTS (A/M/T Track)**, choose the date and click Search.

   Screen as in figure 46 will be shown.

Figure 46: Update A/M/T Track Screen

2. Click icon Hearing/Mention Date (SIC/DO/Application). Screen in Figure 47 will be shown

3. Go to Section 2, select the Auctioneer from the dropdown list and choose a date, click Add Auction Details

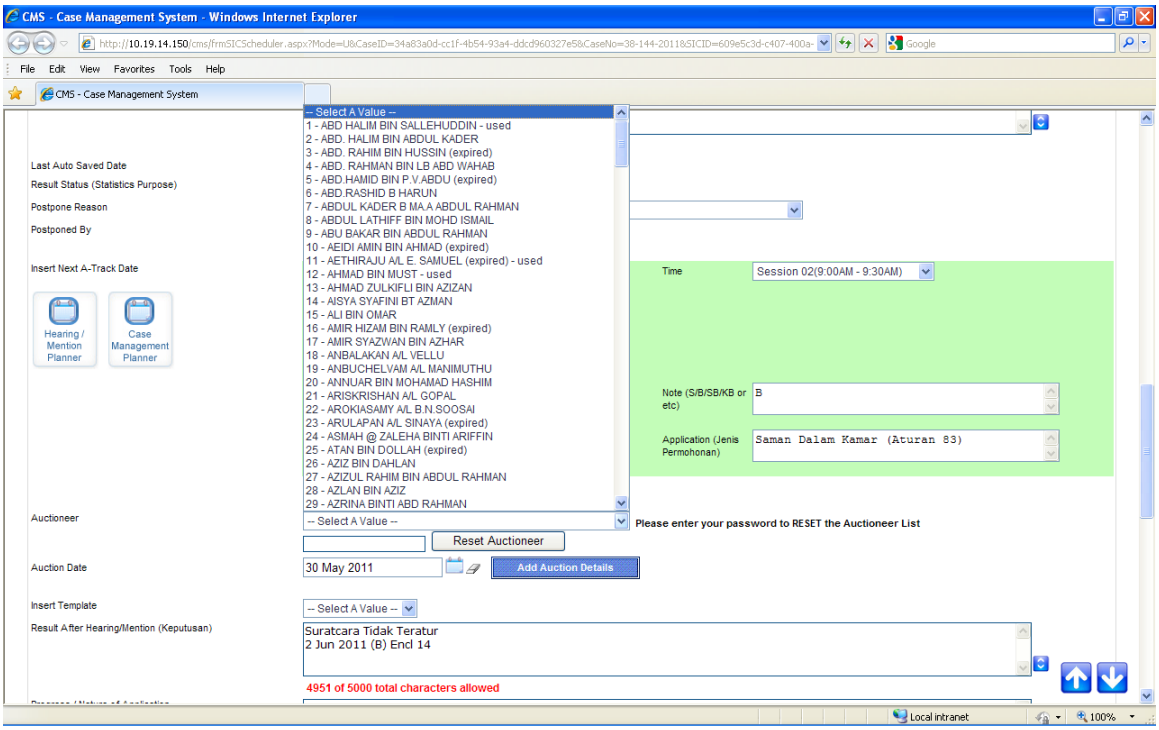


Figure 47: Update Auction Result

4. Fill in all the particulars in the Auction Details fields and click Save to add the record in the list below.
5. Click Submit to save the whole auction result.

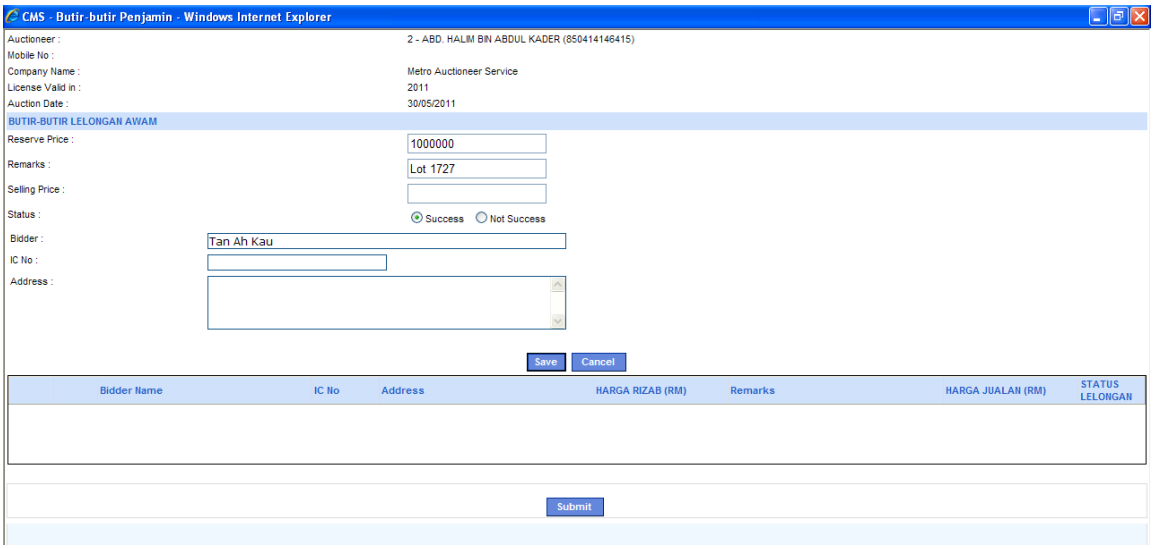


Figure 48: Update Auctioneer Details

23.0 HOW TO EDIT AND VIEW AUCTION LIST

Information in this section will be useful for those user who need to handle **Execution** Cases:

1. Go to **COURT CASE -> AUCTION LIST**, the screen in figure 49 will be shown. Choose the date an click Search.

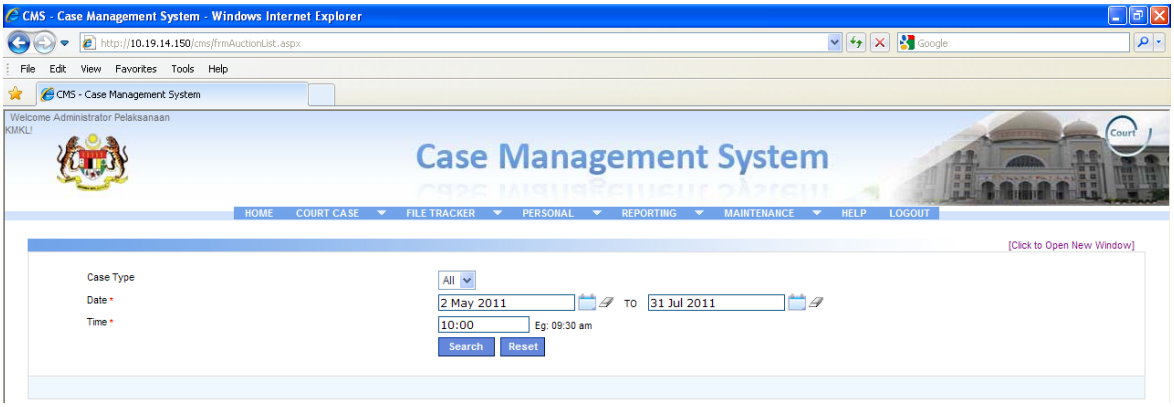


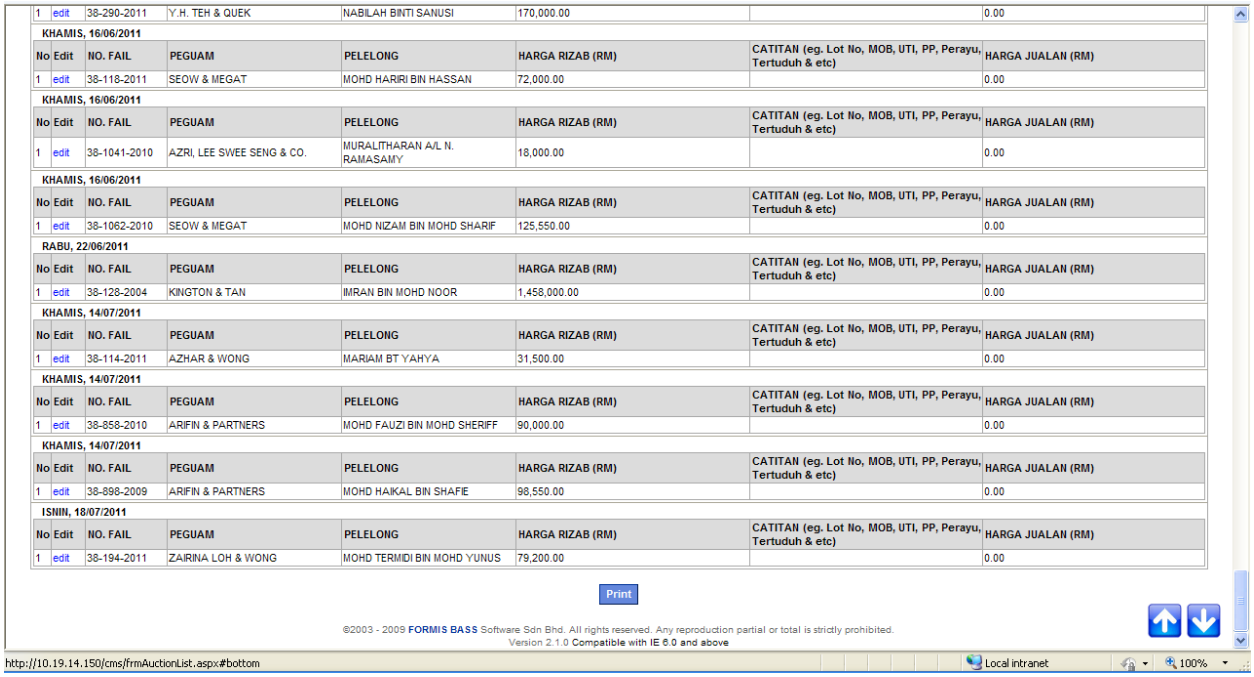
Figure 49: Search Auction List Criteria

2. The list will be shown in Figure 50. You may click on edit to edit the Auction Details.

SENARAI LELONGAN AWAM DI DALAM KAMAR MAHKAMAH TINGGI MALAYA KUALA LUMPUR
MULAI ISNIN, 02/05/2011 HINGGA AHAD, 31/07/2011
JAM 10:00
BUTIR-BUTIR LELONGAN AWAM

Figure 50: Search Result of Auction List

3. Click Print to print the Auction List.



No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-290-2011	Y.H. TEH & QUEK	NABILAH BINTI SANUSI	170,000.00		0.00
KHAMIS, 16/06/2011							
No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-118-2011	SEOW & MEGAT	MOHD HARIRI BIN HASSAN	72,000.00		0.00
KHAMIS, 16/06/2011							
No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-1041-2010	AZRI, LEE SWEE SENG & CO.	MURALITHARAN A/L N. RAMASAMY	18,000.00		0.00
KHAMIS, 16/06/2011							
No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-1062-2010	SEOW & MEGAT	MOHD NIZAM BIN MOHD SHARIF	125,550.00		0.00
RABU, 22/06/2011							
No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-128-2004	KINGTON & TAN	IMRAN BIN MOHD NOOR	1,458,000.00		0.00
KHAMIS, 14/07/2011							
No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-114-2011	AZHAR & WONG	MARIAM BT YAHYA	31,500.00		0.00
KHAMIS, 14/07/2011							
No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-858-2010	ARIFIN & PARTNERS	MOHD FAUZI BIN MOHD SHERIFF	90,000.00		0.00
KHAMIS, 14/07/2011							
No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-898-2009	ARIFIN & PARTNERS	MOHD HAIKAL BIN SHAFIE	98,550.00		0.00
ISNIN, 18/07/2011							
No	Edit	NO. FAIL	PEGUAM	PELELONG	HARGA RIZAB (RM)	CATITAN (eg. Lot No, MOB, UTI, PP, Perayu, Tertuduh & etc)	HARGA JUALAN (RM)
1	edit	38-194-2011	ZAIRINA LOH & WONG	MOHD TERMIDI BIN MOHD YUNUS	79,200.00		0.00

Print

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Version 2.1.0 Compatible with IE 6.0 and above

Figure 51: Search Result of Auction List

24.0 HOW TO VIEW REPORTS

1. Go to menu ***Reporting ⇨ Reports*** as shown in Figure 52

Figure 52: Reporting Menu

2. Choose the report type as shown in Figure 53.

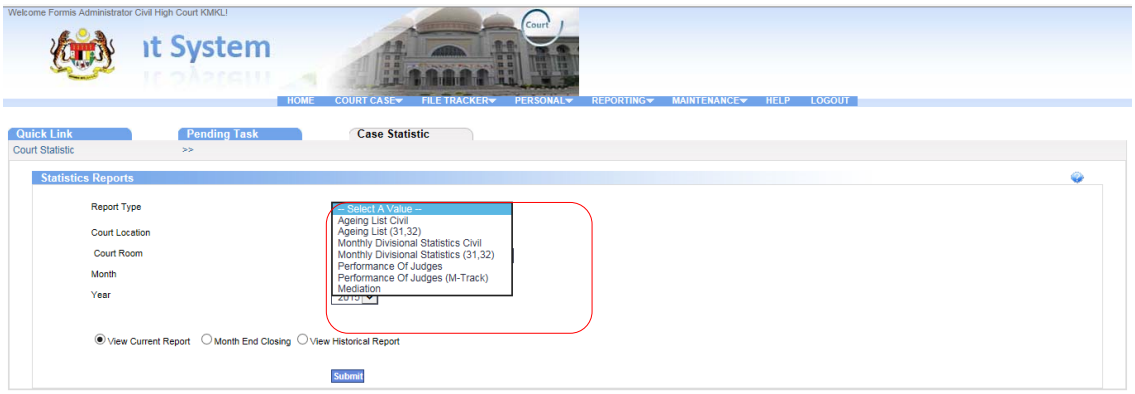


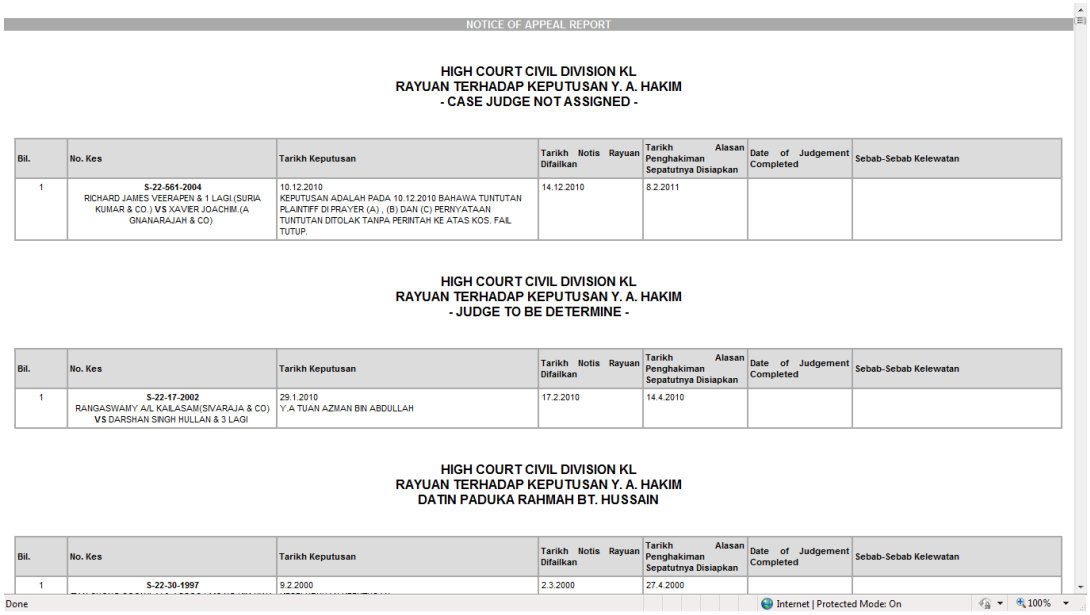
Figure 53: Reports Types

25.0 HOW TO VIEW NOTICE OF APPEAL REPORT

1. Go to **REPORTING ⇨ Notice Of Appeal**, choose **Type of Report**, **Heard Before** as shown in Figure 54 and click View Report .

Figure 54: Reports for Notice of Appeal

2. Report will be shown as below in Figure 55.


NOTICE OF APPEAL REPORT

HIGH COURT CIVIL DIVISION KL
RAYUAN TERHADAP KEPUTUSAN Y. A. HAKIM
- CASE JUDGE NOT ASSIGNED -

Bil.	No. Kes	Tarikh Keputusan	Tarikh Notis Rayuan Difailkan	Tarikh Alasan Penghakiman Sepatutnya Disiapkan	Date of Judgement Completed	Sebab-Sebab Kelewatan
1	S-22-561-2004 RICHARD JAMES VEERAPEN & 1 LAGI.(SURIA KUMAR & CO.) VS XAVIER JOACHIM.(A GNANARAJAH & CO)	10.12.2010 KEPUTUSAN ADALAH PADA 10.12.2010 BAHAWA TUNTUTAN PLAINTIFF DI PRAYER (A) , (B) DAN (C) PERNYATAAN TUNTUTAN DITOLAK TANPA PERINTAH KE ATAS KOS. FAIL TUTUP.	14.12.2010	8.2.2011		

HIGH COURT CIVIL DIVISION KL
RAYUAN TERHADAP KEPUTUSAN Y. A. HAKIM
- JUDGE TO BE DETERMINE -

Bil.	No. Kes	Tarikh Keputusan	Tarikh Notis Rayuan Difailkan	Tarikh Alasan Penghakiman Sepatutnya Disiapkan	Date of Judgement Completed	Sebab-Sebab Kelewatan
1	S-22-17-2002 RANGASWAMY A/L KAILASAM(SIVARAJA & CO) VS DARSHAN SINGH HULLAN & 3 LAGI	29.1.2010 Y.A TUAN AZMAN BIN ABDULLAH	17.2.2010	14.4.2010		

HIGH COURT CIVIL DIVISION KL
RAYUAN TERHADAP KEPUTUSAN Y. A. HAKIM
DATIN PADUKA RAHMAH BT. HUSSAIN

Bil.	No. Kes	Tarikh Keputusan	Tarikh Notis Rayuan Difailkan	Tarikh Alasan Penghakiman Sepatutnya Disiapkan	Date of Judgement Completed	Sebab-Sebab Kelewatan
1	S-22-30-1997	9.2.2000	2.3.2000	27.4.2000		

Done
Internet | Protected Mode: On
100%

Figure 55: Print Report of Notice of Appeal

26.0 HOW TO SET ROUTING RULES

1. Go to menu ***Maintenance ⇨ Notification/Routing Rules Setting*** as shown in Figure 56.

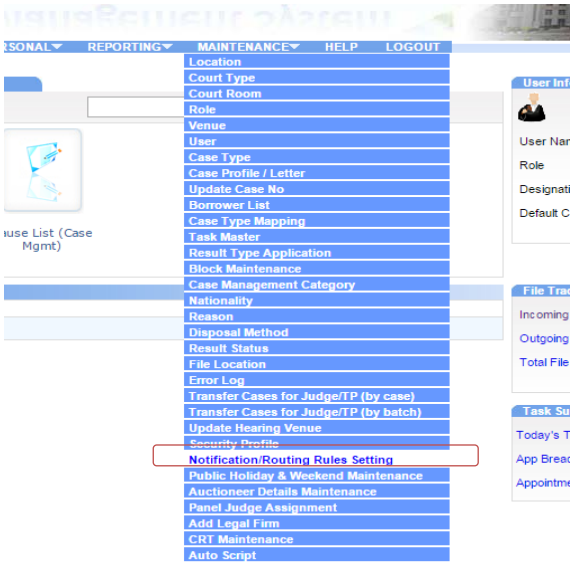


Figure 56: Maintenance Menu

2. Screen in Figure 57 will be shown.

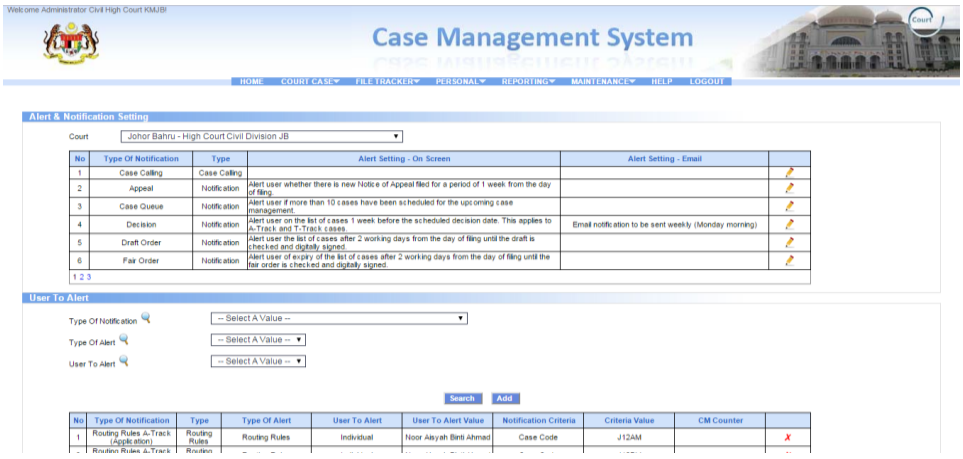


Figure 57: Routing Rule Screen

27.0 HOW TO UPDATE CREATE ANNOUCEMENT

1. Go to menu ***Personal*** ⇨ ***Annoucement*** as shown in Figure 58.

Figure 58: Personal Menu

2. Screen in Figure 59 will be shown.

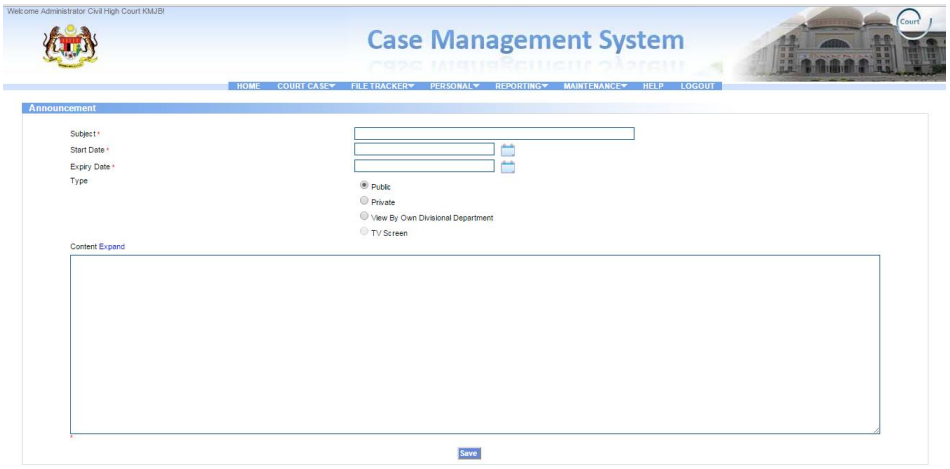


Figure 59: Announcement Screen

28.0 USER MAINTENANCE

1. Go to menu ***Maintenance*** ⇨ ***User*** as shown in Figure 60.

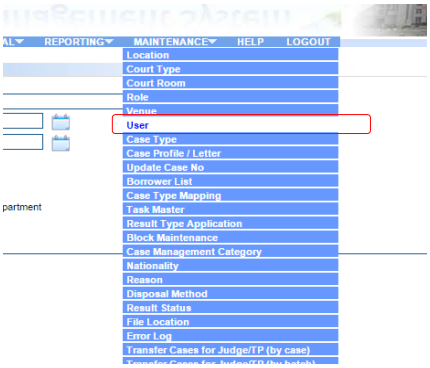


Figure 60: Maintenance Menu

2. Key in a name in the user name field and click on

button.

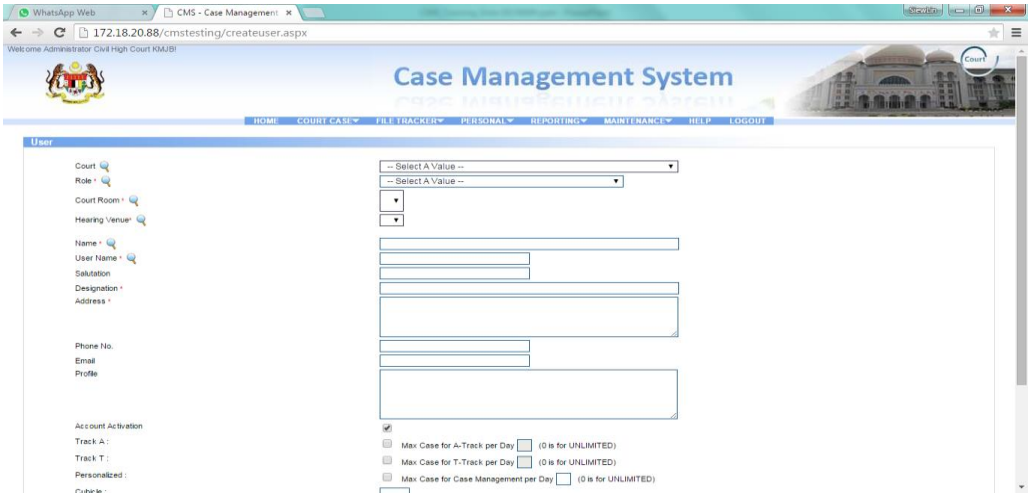


Figure 61: Search User Profile

3. The result will be shown as in figure 62

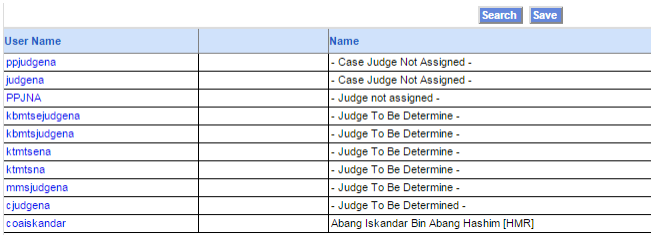


Figure 62: Result after search user

4. Click on the user name and the details will be populated in the field.
5. Click on Reset Password button to reset password.